



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Ernie Fletcher
Governor

Bill Nighbert
Secretary

Marc Williams
Commissioner of Highways

MEMORANDUM

TO: All Prequalified Consultants

FROM: Ernest R. Polly, PE, PLS 
Deputy State Highway Engineer

DATE: September 10, 2007

SUBJECT: Negotiation of Direct Costs For Mileage, Per Diem, and Hotel

600 KAR 6:070 states that travel reimbursements are governed by 200 KAR 2:006, which specify reimbursement rates for state employees. This regulation provides for an adjustable scale for the average gasoline cost. Current Division of Program Performance policy allows a maximum of Forty-One Cents (\$.41) a mile for a passenger car and Fifty-Four Cents (\$.54) a mile for a four (4) wheel drive vehicle.

Effective with this memorandum, an average mileage shall be determined from the average of the reimbursement rates of the previous twelve months as governed by 200 KAR 2:006. An interim rate of Forty-Two Cents (\$.42) a mile is hereby established for negotiating for the remainder of September 2007 and will be in effect for one (1) year from the date of this notice. A premium of Thirteen Cents (\$.13) a mile will be allowed for a four (4) wheel drive vehicle. This will allow for a rate of Fifty-Five Cents (\$.55) a mile for a four (4) wheel drive vehicle.

Negotiated Direct Costs for meals are governed by 200 KAR 2:006, which specified reimbursement rates for state employees remain the same. Breakfast: authorized travel 6:30 a.m. through 9:00a.m. - Seven Dollars (\$7.00); Lunch: authorized travel 11:00 a.m. through 2:00 p.m. - Eight Dollars (\$8.00; and Dinner: authorized travel 5:00 p.m. through 9:00 p.m. - Fifteen Dollars (\$15.00).

Current policy for negotiating direct cost reimbursement for hotel lodging also remains the same. "Hotel" to Seventy Dollars (\$70.00) per night per person; for Survey Field Personnel, change "Hotel" to Forty-Five Dollars (\$45.00) per night per person.

MLH/mjr

Chief District Engineers
Division Directors