

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 20

DATE REQUESTED: September 3, 2024

REPRINT: _____

REQUESTED BY: Kim Jasper

NEW: _____

REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policies in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-400	Subsistence	ACC-404-3	ACC-404-3
Produced & Distributed by Organizational Management Branch			

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

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CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policies in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-600	Stand-Alone PRC Payments GAX Payments PRC Payments from a Contract Consultant Pay Estimates	ACC-603-1 ACC-603-2 ACC-603-3 ACC-613-2	ACC-603-1 ACC-603-2 ACC-603-3 ACC-613-2
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

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REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policies in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-1000	Collection Procedures Write-Off of Account Receivables	ACC-1003 ACC-1005	ACC-1003 ACC-1005
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**COMMONWEALTH OF KENTUCKY
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FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

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REQUESTED BY: Kim Jasper

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REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policies in the <i>Accounts Guidance Manual</i> . This revision also includes index updates.		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-600	PRC Payments from a Contract		ACC-603-3
Produced & Distributed by Organizational Management Branch			

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

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REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policies in the <i>Accounts Guidance Manual</i> . This revision also includes index updates.		
ACC-00	Table of Contents List of Exhibits	ACC-02 ACC-03	ACC-02 ACC-03
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MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 15

DATE REQUESTED: April 10, 2019

REPRINT: _____

REQUESTED BY: Brad Webb

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REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policy in the <i>Accounts Guidance Manual</i> . This revision also includes one index update.		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-600	GAX Payments	ACC-603-2	ACC-603-2
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**COMMONWEALTH OF KENTUCKY
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FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 14

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REQUESTED BY: Brad Webb

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REVISED PROCEDURE

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised policy in the <i>Accounts Guidance Manual</i> . This revision also includes one index update.		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-400	Auditing	ACC-407-5	ACC-407-5
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 13

DATE REQUESTED: August 10, 2017

REPRINT: _____

REQUESTED BY: Brad Webb

NEW: _____

NEW POLICY

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following new policy in the <i>Accounts Guidance Manual</i> . This revision also includes two index updates.		
ACC-00	Alphabetical Index Table of Contents	ACC-01 ACC-02	ACC-01 ACC-02
ACC-900	Subrecipient Monitoring		ACC-906
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**COMMONWEALTH OF KENTUCKY
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FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 12

DATE REQUESTED: February 8, 2017

REPRINT: _____

REQUESTED BY: Brad Webb

NEW: _____

MINOR REVISION

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-400	Out-of-State Travel	ACC-402-2	ACC-402-2
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 11

DATE REQUESTED: September 30, 2016

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REQUESTED BY: Kim Jasper

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MINOR REVISION

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents Table of Exhibits	ACC-02 ACC-03	ACC-02 ACC-03
ACC-400	In-State Travel Out-of-State Travel Subsistence Approvals	ACC-402-1 ACC-402-2 ACC-404-3 ACC-407-3	ACC-402-1 ACC-402-2 ACC-404-3 ACC-407-3
ACC-9000	Travel Reimbursement Request & Continuation Page Travel Exception Request	ACC-9008 ACC-9017	ACC-9008 ACC-9017
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 10

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REPRINT: _____

REQUESTED BY: Brad Webb

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MINOR REVISION

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-600	Late-Payment Penalty	ACC-607	ACC-607
Produced & Distributed by Organizational Management Branch			

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 9

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MINOR REVISION

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> .		
ACC-00	Table of Contents	ACC-02	ACC-02
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

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MINOR REVISION

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> . This revision also includes ONE index update.		
ACC-00	Table of Contents	ACC-02	ACC-02
ACC-600	Document Filing & Retention	ACC-609	ACC-609
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

MANUAL TITLE: Accounts Guidance Manual

REVISION NO.: 7

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REQUESTED BY: Brad Webb

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REVISED PROCEDURES

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> . This revision also includes two index updates and six exhibit updates.		
ACC-00	Table of Contents Exhibits Index	ACC-02 ACC-03	ACC-02 ACC-03
ACC-400	Travel: Overview In-State Travel Out-of-State Travel Out-of-Country Travel State Vehicles Privately Owned Vehicles Other Conveyances Lodging at Kentucky State Parks Camping Vehicles Subsistence Travel Expenses Meal Reimbursement for Actual Costs Reimbursement for Expenses Outside the U.S., Its Possessions, & Canada Reassignment & Moving Expense Reimbursements Reassignment Reimbursements Licenses, Dues, & Memberships Leave While in Travel Status: Annual & Sick Leave Out-of-State Travel & Vacations Nonworking Days Travel Expense Vouchers: Preparation Fraudulent Statements or Claims Travel Expense Vouchers: Approvals Travel Expense Vouchers: Submission Travel Expense Vouchers: Auditing Meeting-Related Expenses	ACC-401 ACC-402-1 ACC-402-2 ACC-402-3 ACC-403-1 ACC-403-2 ACC-403-3 ACC-404-1 ACC-404-2 ACC-404-3 ACC-405-1 ACC-405-2 ACC-405-3 ACC-405-4 ACC-405-5 ACC-406-1 ACC-406-2 ACC-406-3 ACC-407-1 ACC-407-2 ACC-407-3 ACC-407-4 ACC-407-5 ACC-408	ACC-401 ACC-402-1 ACC-402-2 ACC-402-3 ACC-403-1 ACC-403-2 ACC-403-3 ACC-404-1 ACC-404-2 ACC-404-3 ACC-405-1 ACC-405-2 ACC-405-3 ACC-405-4 ACC-405-5 ACC-406-1 ACC-406-2 ACC-406-3 ACC-407-1 ACC-407-2 ACC-407-3 ACC-407-4 ACC-407-5 ACC-408
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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

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REVISION NO.: 5

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REVISED PROCEDURES

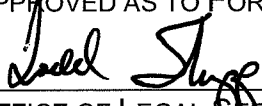

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
ACC-00	The purpose of this printing is to include the following revised procedures in the <i>Accounts Guidance Manual</i> . This revision also includes two index updates. Alphabetical Index Table of Contents	ACC-01 ACC-02	ACC-01 ACC-02
ACC-600	Local Public Agency (LPA) Reimbursement		ACC-615
Produced & Distributed by Organizational Management Branch			

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
FRANKFORT, KY 40622**

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REVISION NO.: 4
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NEW POLICY

CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
ACC-00, 400, 9000	<p>The purpose of this printing is to include the revised policies "State Vehicles" and "Travel Expenses" and remove Exhibit 9007, "Request for Extended Non-Owned Coverage Reimbursement" in the <i>Accounts Guidance Manual</i>. This printing also includes updated indexes.</p> <p>This printing also includes updated indexes and new exhibits.</p> <p>APPROVED AS TO FORM AND LEGALITY:</p> <p style="text-align: center;"> _____ OFFICE OF LEGAL SERVICES</p> <p style="text-align: center;"> _____ MICHAEL W. HANCOCK ACTING SECRETARY</p> <p style="text-align: center;"><u>10/9/09</u> _____ DATE</p>	ACC-02 03 403-1 405-1 9007	ACC-02 03 403-1 405-1
BW			

ACCOUNTS

GUIDANCE MANUAL



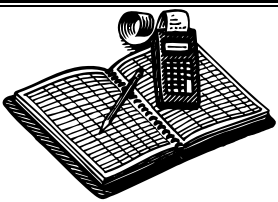
COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

JUNE 2007



Produced by the Policy Support Branch
Office of Personnel Management



 <h1 style="font-size: 2em; margin-top: 20px;">ACCOUNTS</h1>	<p><i>Chapter</i></p> <p style="text-align: center;">INDEXES</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Alphabetical Index</p>
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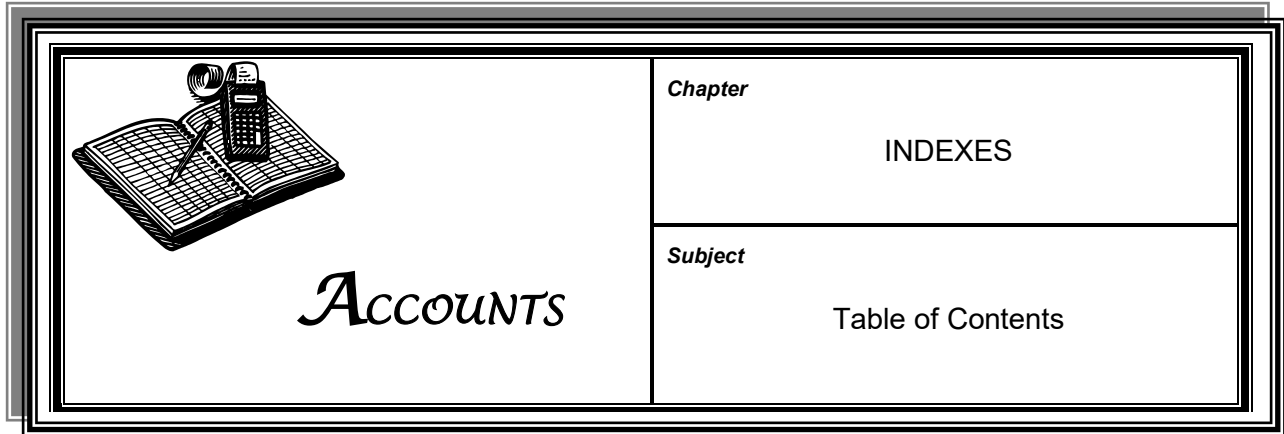
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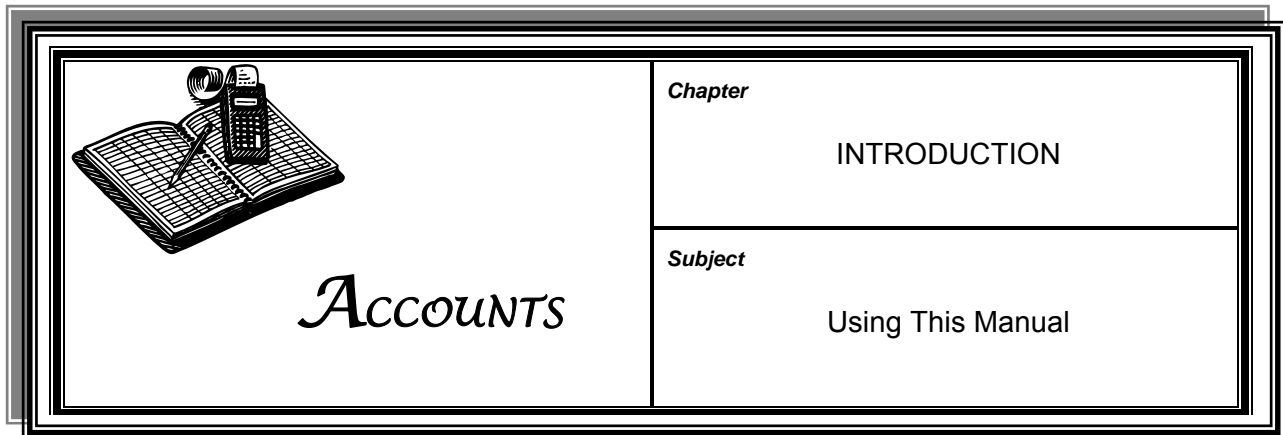


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ORGANIZATION & NUMBERING

Chapters—The subject matter in the manual is first divided into chapters. Each chapter is placed behind a blue tab with the chapter title and the chapter control number (100, 200, 300, etc.) printed on the tab. The chapter title also appears in the upper right corner of the first page of a subject and in the upper left corner of subsequent pages.

Sections—Some chapters are divided into sections. Each section title, instead of chapter title, appears in the upper right corner of the first page of a subject and in the upper left corner of subsequent pages.

Subjects—Chapters and sections are arranged by subjects.

Subject Number—Each subject is assigned a number, which appears in the upper right corner of each page of the subject. For example, Chapter 200 includes Subjects 201, 202, 203, and 204, followed by Subject 205, which is divided into Sections 205-1 through 205-4.

“ACC” Prefix—Preceding each subject number, this prefix stands for the manual title *Accounts Guidance Manual*.

Subject Title—The subject title appears in the upper right corner of the first page of a subject and in the upper left corner of subsequent pages.

Date—The latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the [Table of Contents \(ACC-02\)](#).

Page Numbering—Each subject has its own page numbering, which appears at the bottom of each page.

LOCATING INFORMATION

Indexes—Two indexes appear behind white tabs at the front of the manual. Each index entry includes the corresponding subject number where detailed information for the entry appears.

Table of Contents (ACC-02)—This index lists the titles of the manual’s chapters and sections and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.

**LOCATING
INFORMATION
(CONT.)**

Alphabetical Index (ACC-01)—This index lists key information in alphabetical order. Generally, it directs the user to subject titles and to margin, paragraph, and subparagraph headings within subjects. This index is the main tool for finding specific information in the manual.


**CROSS-
REFERENCES**

A boldfaced subject number that appears within the text references the location of more information about the subject.

QUESTIONS

For additional copies of this manual, contact the [Policy Support Branch](#), Division of Personnel, Transportation Cabinet Office Building, 200 Mero Street, Frankfort, KY 40622.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">INTRODUCTION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Purpose & Content</p>

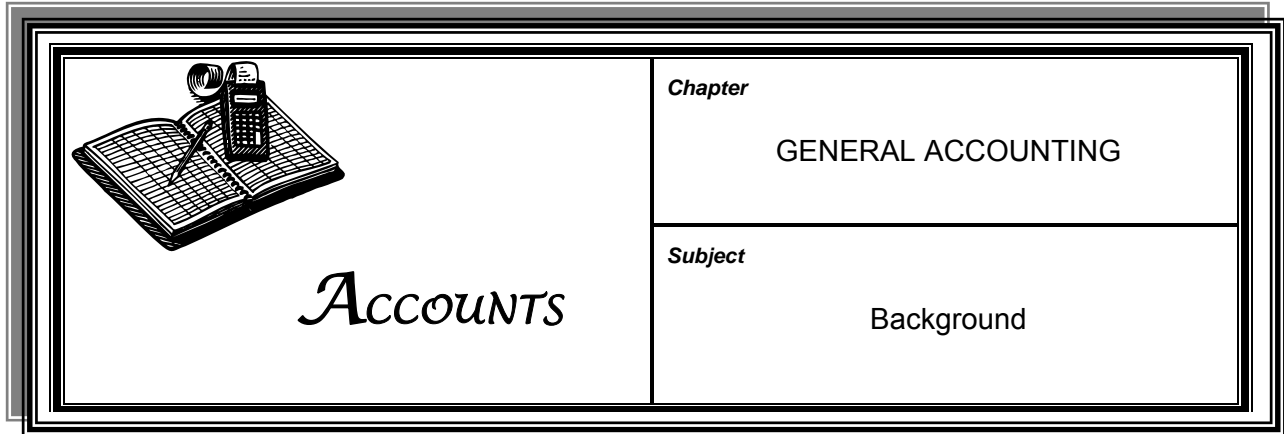
PURPOSE The *Account Guidance Manual* is a guide to be used for conducting day-to-day fiscal activities of KYTC. Accounting policies and procedures, as approved by the Secretary, are detailed herein.

RESPONSIBILITIES The Division of Accounts is responsible for the proper execution of the accounting functions of KYTC.

Accounts provides services to other KYTC entities in the form of past and present fiscal data, system-usage instruction, final approval of payables, payroll processing, establishment and collection of accounts receivable, and billing and collection of Federal Highway Administration program reimbursements.

TOPICS NOT COVERED IN THIS MANUAL It is both impracticable and impossible to establish and provide procedures to cover all possible situations that might arise. Users are encouraged to contact [Accounts](#) for guidance on any matters which are not covered herein.





DIVISION OF ACCOUNTS

The Division of Accounts is responsible for maintaining complete and accurate records of all KYTC financial activities in accordance with generally accepted accounting methods, procedures, and principles.

DUTIES

The General Accounts Branch of the Division of Accounts provides uniformity in recordkeeping systems as well as current and accurate records regarding the Cabinet’s financial status.

INTERNAL CONTROLS

The policies and procedures promulgated by the Division of Accounts are structured to provide a protective network of internal controls by which to safeguard assets of the Commonwealth. Failure to adhere to these policies and procedures increases risk of fraud. Deliberate attempts to circumvent internal controls may result in revocation of access to financial systems and disciplinary actions.

ACCOUNTING SYSTEM


KYTC uses the Commonwealth’s uniform accounting system known as the Enhanced Management Administrative Reporting System (eMARS) to record all financial transactions. Interfaces among the various components of the financial recording system eliminate the need to enter transactions multiple times.

Each eMARS user is issued a unique user identification code, and users are granted various levels of authority to create, approve, and view transactions. Sharing system passwords with anyone is forbidden. Sharing of passwords will result in revocation of system access and potential disciplinary action.

SYSTEM FLOW CHART

The KYTC financial system is detailed in the flow chart *KYTC eMARS Interface Environment* ([ACC-9001](#)).



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">eMARS System Overview</p>

EMARS eMARS, a Web-based application, is the accounting and financial data system which the Finance and Administration Cabinet has selected to be the standard by which the agencies of state government record and process all transactions.

COMPONENTS eMARS is designed to integrate financial management, procurement, budgeting, and reporting activities.

Financial management attributes of eMARS include:

- General ledgers
- Revenue accounting and accounts receivable
- Encumbrance and expenditure accounting
- Accounts payable and cash disbursements
- Project billing

Procurement attributes of eMARS include:

- Solicitation, contract preparation, and contract management
- Requisition entry and account code validation
- Approval processing and receiving
- Non-catalog purchases
- Electronic data interchange


Budgeting attributes of eMARS include:

- Formulation, review, publishing, and monitoring
- Audit trail of budget changes
- Salary and benefit forecasting
- Data consolidation

Financial reporting attributes of eMARS include:

- Planning
- Budget control
- Financial management
- External reporting



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Fund Accounting</p>

FUND ACCOUNTING A fund is a fiscal accounting entity with a self-balancing set of accounts segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. KYTC funds correspond with those required by the Finance and Administration Cabinet.

**SPECIFIC
TRANSPORTATION
FUNDS**

Road Fund consists of money received from excise or license taxation of gasoline and other motor fuels, as well as monies from fees, excise or license taxation relating to registration, operation, or use of vehicles on public highways.

Expenditures of Road Funds are restricted to:

- Cost of administration
- Refunds and adjustments as defined by statute
- Payment of highway obligations
- Costs for construction, preconstruction, rights-of-way, maintenance, and repair of public highways and bridges
- Expense of enforcing state traffic and motor vehicle laws
- Financial activities of other state agencies funded from the Road Fund by the General Assembly

Federal Fund includes all receipts and related expenditures from the federal government paid to KYTC as reimbursement for expenditures incurred on federal grant programs.

General Fund consists of monies appropriated by the General Assembly to KYTC from the Commonwealth's General Fund. General Fund appropriations to KYTC are primarily for non-highway program functions such as Mass Transportation Planning and Mass Transportation Construction, which provides matching funds for buses as well as vans for local agencies.

**SPECIFIC
TRANSPORTATION
FUNDS (CONT.)**

Agency Revenue Fund includes receipts collected from and expended for specific programs, most of which are defined in the Kentucky Revised Statutes (KRS). In addition, program expenditures paid with receipts from the sale of the Economic Development Road (revitalization projects) Revenue Bonds and GARVEE (interstate rehabilitation) Bonds are accounted for in the Agency Fund.


Capital Projects Fund includes transactions related to the acquisition, construction, or renovation of KYTC's major capital facilities, and for the acquisition of major equipment items. Certain highway-related equipment is exempt from this fund per [KRS Chapter 45](#).

Other Special Revenue Fund accounts for activity associated with the Airport Development Loan Fund.

Other Expendable Trust Fund includes expenditures for the Human Service Transportation Delivery System. This fund pays providers to transport claimants to and from medical and rehabilitation appointments.

Special Deposit Trust Fund holds in trust amounts which are due to individuals and entities outside of state government, such as local governments and other states.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Basis of Accounting</p>

BASIS OF ACCOUNTING

A “Basis of Accounting” determines the time when financial events and transactions are recognized in accounts and reported in the financial statements.

MODIFIED ACCRUAL


The accounting events of KYTC are recorded in eMARS on a “modified accrual” basis of accounting as mandated by the Finance and Administration Cabinet. This basis of accounting recognizes revenue when it becomes available and measurable. Expenditures are typically recognized in the period in which the liability is incurred.

KYTC management prepares reports and financial statements for internal evaluation of the current financial position and to review budgetary performance.

FINANCIAL STATEMENTS

Certain aspects of KYTC’s financial data, such as the KYTC Workers’ Compensation Program and annual closing data, are independently audited for inclusion in the overall audit of the state known as the [Commonwealth’s Comprehensive Annual Financial Report \(CAFR\)](#).



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Section</i> FINANCIAL CONTROLS
	<i>Subject</i> Budgetary Controls

CONTROLS Commands exist in eMARS to monitor and control financial activities to ensure adherence to budget restrictions.

GENERAL eMARS provides the basis for budgetary control of financial operations for every unit within KYTC as defined by the annual budget.

eMARS provides absolute budgetary controls at the appropriation and allotment levels established for KYTC through the biennial budget enacted by the General Assembly. eMARS establishes management budgets at more detailed levels and provides advisory control of budgeted spending levels.


APPROPRIATIONS An appropriation is the maximum expenditure authority allowed within a fund, granted to a specific agency, program, or activity for a fiscal year. A separate appropriation is enacted for each fiscal year of the biennium. Budgetary controls monitor appropriations as required by state law and Generally Accepted Accounting Principles (GAAP).

ALLOTMENTS A budgetary control account is established within eMARS for each allotment of an appropriation. Allotments represent the distribution of an appropriation among specific subprograms or activities for a fiscal year. Allotments are made available quarterly.



NOTE: Expenditures cannot exceed allotments, and allotments cannot exceed appropriations.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">FINANCIAL CONTROLS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Management Budgets</p>

MANAGEMENT BUDGET

A management budget is established for each program unit within KYTC based upon the allotment authorized for the entire program or activity.


ESTABLISHMENT

The management budget is established at the major object level and can be broken down to minor object levels within a major object grouping.

REVISIONS

Management budgets assist in making operating decisions and provide control over individual program accounts. All management budget revisions must be requested of the KYTC Office of Budget and Fiscal Management.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Section</i> FINANCIAL CONTROLS
	<i>Subject</i> Encumbrances

ENCUMBRANCE An encumbrance is an amount committed from an available allotment balance to pay specific contractual obligations for goods or services yet to be received.

Encumbrance accounting is used to provide more detailed budgetary control by the accounting system.

RECEIPT OF CONTRACTED GOODS OR SERVICES Payment for the contracted goods or services reduces the encumbrance and records the expenditure.

CANCELED CONTRACTS If an unperformed contract is canceled, the related encumbered funds are released and thus restored to the available allotment balance.

ENCUMBRANCE REVIEW Annually, the Division of Accounts reviews all outstanding encumbrances to ensure encumbered amounts represent only active commitments against available funds. Any encumbrances which are no longer needed are liquidated.


At least annually, each unit of the Cabinet shall review all outstanding encumbrances originated by that unit to determine whether the Cabinet shall liquidate or otherwise adjust the encumbrances to reflect appropriate funding. The Cabinet shall make every reasonable effort to initiate action necessary to close an encumbrance whenever feasible.

If a unit conducts only an annual review, the Cabinet recommends that the review occur in January.

Upon a review's completion, the unit shall submit to the Executive Director of the Office of Budget and Fiscal Management a certification, in memorandum form, explaining the review results.

Note: This policy does not prohibit or discourage any ongoing reviews or any reviews performed more frequently than annually.



	<i>Chapter</i> GENERAL ACCOUNTING
	<i>Subject</i> Cash Availability & Controls

CASH AVAILABILITY In addition to appropriation, allotment, and management budget controls, eMARS is also used to monitor expenditure transactions to verify that there is adequate cash available to support each transaction. This edit occurs during the automated disbursement cycle that creates a check or moves funds electronically.



NOTE: If available cash is insufficient, eMARS will suspend the transaction.


OVERRIDES An **override feature** is available to suspend the edit, with the approval of the [Governor's Office of Policy and Management](#). This is permitted only if program operations require that cash balances operate in a negative balance situation, such as a reimbursable grant. All cash override requests require the approval of the Office of Budget and Fiscal Management.

CASH CONTROL The eMARS cash control monitors can be adjusted to check cash balances at any desired level within a particular fund or budgetary account. The Program Reference Table provides this control within eMARS.

The cash control levels for the Road Fund (11) and the General Fund (01) are set at the highest level permitted. This allows all program expenditure transactions to be approved if cash is available in the total fund.

Cash controls in the other KYTC operating funds are set at the program level so that each program is controlled as a separate cash entity.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">General Ledger Accounting</p>

ACCOUNTING FUNCTIONS

The General Ledger contains the accounts reported in KYTC’s financial statement. Separate accounts exist for various types of revenues and expenses as well as receivables, payables, and assets.

General Ledger Accounting maintains control over detailed records and ensures financial information is available for preparation of financial statements and reports.


EVENT TYPES

General ledger transactions are recorded using event-type posting codes.

REPORTING


The eMARS InfoAdvantage system can electronically produce reports at the fund and cabinet level.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>CCChapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Revenue Accounting</p>

- REVENUE ACCOUNTING** Revenue accounting encompasses the collection, classification, and recording of all revenues as well as the recording of revenue estimates.
- PURPOSE** Proper revenue accounting will accurately recognize all revenue and cash received to the proper fund and revenue category.
- BUDGET IMPACT** Estimates of revenues to be received are prepared as part of the budget process and recorded within eMARS. eMARS tracks actual revenues against estimates by maintaining separate records for both the revenues and revenue estimates. Comparison of the two records reveals any variances.
- REPORTS** eMARS produces daily detailed reports of revenues and also summarizes year-to-date activity on a monthly basis.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Chapter</i> GENERAL ACCOUNTING
	<i>Subject</i> Expenditure Accounting

EXPENDITURE ACCOUNTING

Expenditure accounting involves:

- Classification of amounts disbursed from budgetary area
- Recording of the related reduction in resources

CLASSIFICATION OF EXPENDITURES

Expenditure categories are assigned unique expenditure object codes to categorize transactions and to identify the service or commodity acquired. These categories are used to measure budget performance and support future budget requests.




NOTE: All expenditure transactions must be properly coded.

EXPENDITURE REFUNDS

Any refunds received for previously expended amounts must be forwarded to the Division of Accounts for deposit.

Refunds of current year expenditures will be returned to the budget of the disbursing programs and will cause a reduction of expenditures. Refunds of amounts expended in prior years are deposited as a revenue receipt in the disbursing fund.



 <p style="text-align: center; font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Function Accounting</p>

FUNCTION ACCOUNTING

Function accounting is used as a cost center for management budget and other related financial activity of a budgetary area. Each function element must be associated with each department unit that will use the function code.

Function Group element represents Appropriations and the Function Type element represents Allotments.

The function element in eMARS identifies:

- An organizational operating unit
- A program funding category


FUNCTION IDENTIFIERS

The Office of Budget and Fiscal Management controls and maintains a “chart of accounts” containing all active function elements in use by KYTC (<http://dot/webpages/policybud/emarsuserguide/emars.asp>).

COST CENTER LEVELS

Within eMARS, the function element is the highest cost center level for a functional unit—that is, a division, office, or a program funding category, such as Statewide Resurfacing.



 <p style="text-align: center; font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Accounting by Object</p>

ACCOUNTING BY OBJECT

eMARS uses objects to classify expenditure transactions. The object classes are used to identify the types of goods and services consumed. The object classification structure supports financial control as well as budget planning and analysis.

OBJECT CLASSIFICATION STRUCTURE

The object classification system contains the following data elements:

- **Object Class** identifies expenditures and revenues within broad statewide types.
- **Object** identifies the most detailed level of statewide object code classification and provides a description of the service or commodity consumed within a major object group.
- **Object Type** is a grouping of related expenditures object codes for which management budgets are made. This data element can be 1, 2, 3, 4, 5, 6, 7, or 8 as defined below.

MAJOR OBJECT GROUPS

Object Type 1—Personnel Costs include:

- Salaries and wages paid to employees for regular and excess hours worked
- The value of compensatory time earned by employees not covered by federal overtime laws
- Employer payroll contributions for FICA
- Employer-provided fringe benefit costs for retirement and health & life insurance
- The value of leave time earned by employees



NOTE: As leave time is earned, the value is charged to the operating account charged by the employee. An offsetting credit is recorded to a leave-earning account, which is charged when the leave time is used.

**MAJOR OBJECT
GROUPS (CONT.)**

KYTC uses this cost allocation method to distribute the cost of employee leave to budget units and highway projects as salary and wages are charged to those units.

Object Type 2—Personal Service Contracts include amounts paid to outside vendors for professional services such as legal, architectural and engineering, real property appraisal, and auditing. This group is a subset of Object Type 1 used for reporting purposes only.

Object Type 3—Operating Expenses include utilities, rental of equipment, various miscellaneous services, employee travel, and general office expenses.

Object Type 4—Grants and Benefits represent payments made by the Cabinet to grantees for use on specified programs. These grantees include local airport boards, public transit agencies, and local governments.


Object Type 5—Debt Service is principally made up of amounts transferred to the Commonwealth's Debt Service Fund to pay lease rentals due to the Turnpike Authority of Kentucky. (This agency leases various highways, constructed with bond funds, to the Cabinet.)

Object Type 6—Capital Outlay expenses represent the acquisition of capital assets other than buildings and highway infrastructure.

Object Type 7—Capital Construction represents the costs associated with the acquisition or construction of buildings and highway infrastructure. These costs include acquisition of land, right-of-way, construction-related costs, amounts paid to vendors, and charges made by state employees.

Object Type 8—Materials are principally commodities acquired by the Cabinet for maintenance and construction of highways and bridges. This is a subset of Object Type 3 used for reporting purposes only.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Internal Exchange Transactions</p>

PURPOSE

On the Internal Exchange Transaction (IET) one party has to complete the information for both parties. For interfaced billings, an offline batch process is used to create and process the one-party transactions. These will attempt to post with no approval intervention. Transactions that will not post due to errors will be corrected by the buyer agency and submitted to final by the seller. Online IET creation will be restricted to certain billing agencies, but corrections will still be performed by the agencies and submitted to final by the seller.

An example of an agency that is capable of processing an IET online is Kentucky State Parks, which charges agencies for their employees' overnight stays.

OVERVIEW

The IET document:

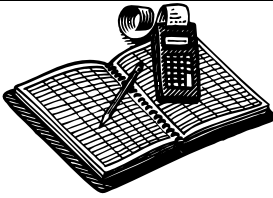
- Will be limited to two event types:
 - ◆ IN01—used for Expenditure/Expenditure
 - ◆ IN04—will be used for Revenue/Expenditure
- Note:** The seller sets the event type (which cannot be changed by the buyer).
- Has two processing types (batch and online)
 - Has multiple buyer lines and only a single seller line
 - Will be loaded with suppressed approvals
 - Will post to final, if no errors are present when submitted
 - Will be limited for use among agencies
 - Uses "X111112223344455555" as the naming standard for batch generation, where:
 - ◆ X—represents that the document is processed through interfaces
 - ◆ 11111—batch sequence number
 - ◆ 222—seller department number
 - ◆ 33—last two digits of the year
 - ◆ 444—day of year that the transaction took place
 - ◆ 55555—sequentially assigned number for documents created that day

Funds will automatically be deducted from the buyer upon submission (no approval will be needed from the buyer).

**BILLING DOCUMENTS
REQUIRING
CORRECTIONS**

Agencies are responsible for monitoring the document catalog for rejected billing documents that need correcting. Once an incorrect document is found, the responsible agency makes the corrections and notifies the billing agency that the correction has been made. The billing agency then submits the IET and the accounting transaction is carried out.



 <p style="font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Internal Agency Transactions</p>

PURPOSE

When the sale of goods or services occurs between two agencies, an internal transaction document is processed in eMARS. The seller initiates the internal purchasing transaction by creating an Internal Transaction Initiator (ITI).

The buyer completes the transaction by creating the Internal Transaction Agreement (ITA) after the ITI has been approved. Once the ITA has been approved, accounting activities are carried out and the process is complete.

Seller determines the event type depending upon the type of transaction:

- IN01—Expenditure/Expenditure
- IN04—Revenue/Expenditure

Seller has the option to reduce expenditures or recognize revenue depending on the event type selected.

The creation of an ITI does not result in an accounting journal posting. The seller’s accounting line is recorded on the ITI, however no postings occur until the ITA is completed.

The vendor line will not be used, but it is important to create a blank vendor line to associate the accounting lines.

OVERVIEW


Seller initiates process, selecting the event type and setting the amount of goods and services provided.

Next, the ITI is approved by the seller’s agency. Buyer is notified via email that the ITI is available in eMARS.

Buyer will search for ITI in the Document Catalog in eMARS the copy forward to create an ITA. Copying forward the ITA will reference the original ITI.

Buyer completes the accounting lines to process the document. Once approved, the event type will create posting lines for both parties.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Journal Vouchers</p>

**CORRECTING
PROGRAM FUNDING
PROFILES: EXPENSE
& REVENUE (JVC)
DOCUMENTS**

The Division of Accounts creates and processes JVC documents to correct expense and revenue transactions within a program. The accounting string must include the program's profile, funding priority, and line.

JVC entries will post based on the accounting string. No fields are inferred from the program funding profile. Entries must include both the cash and expense or revenue adjustments.

**CORRECTING
EXPENSE (JV2E) &
CORRECTING
REVENUE (JV2R)
DOCUMENTS**

The correcting expense (JV2E) and correcting revenue (JV2R) documents allow users to correct instances in which expenditures or revenues were posted to the wrong accounting distribution. The total amount of the accounting lines on a JV2E or JV2R document should always sum to \$0. These documents are limited to a single event type and approved within the agency. The only reference to the document being corrected is done through the memo reference entered in the referencing section of the JV2E or JV2R.

If an incorrect expenditure transaction occurs, the user debits the correct accounting distribution by entering a positive number in the amount field. To clear the transaction amount for the previous accounting distribution, the user enters an equal, negative value.

If an incorrect revenue transaction occurs, the user credits the correct accounting distribution by entering a positive number in the amount field. To clear the transaction amount for the previous accounting distribution, the user enters an equal, negative value.

Mixing revenue and expenditure corrections on the same document is generally not allowed. If this must occur, a request is required to be sent to the Finance Controller's Office.

**ON/OFF BUDGET
TRANSFER
DOCUMENT**


An On/Off budget transfer document (JV2T) is used to move cash between funds. The Commonwealth will use the On Budget transfer to move cash from one fund to another, decreasing the budget losing the cash. The Off Budget transfer will be used to move cash between funds with no budgetary impact.

The following details pertain to On/Off Budget transfer documents:

- The JV2T is approved centrally.
- On/Off budget transfers can be used in all agencies.
- Three event types will be used:
 - ◆ XC01 (On-Budget Transfer Out)—Used to transfer the funds out of a budget
 - ◆ XC02 (Off-Budget Transfer Out)—Used to transfer funds that are not coming from budget
 - ◆ XC03 (Transfer In)—Used to receive the funds

Note: The accounting line that includes the event type XC03 must be a negative value so the total amount of the accounting lines sum to \$0.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ADMINISTRATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Telephone Usage</p>

**STATE-ISSUED
TELEPHONES**

Employees shall reimburse KYTC for the costs associated with personal telephone calls. Employees shall maintain a record of personal usage and when such usage exceeds \$5.00, the employee shall remit payment by check made payable to the Kentucky State Treasurer.

**REIMBURSEMENT
FOR PERSONAL
CALLS**


Each office, department, division, or district shall designate an employee to collect reimbursements for personal calls placed on KYTC telephones. This employee shall list each reimbursement and provide:

- Name of reimbursing employee
- Month of billed charges
- Telephone number from which calls were made
- Extension number, if applicable
- Check number
- Amount remitted
- Accounting detail

On a monthly basis, the telephone reimbursement collection employee shall create a Cash Receipts (CR) electronic deposit in eMARS and forward the original reimbursement forms and checks to the Division of Accounts in accordance with deposit policies set forth in [ACC-1200](#).

Copies of the reimbursement forms and CRs must be retained by each KYTC reimbursement collection employee.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">GENERAL ADMINISTRATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Moving Expenses</p>


**ELIGIBILITY
GUIDELINES**

When KYTC directs an employee to move from one job location to another, KYTC shall reimburse the employee for household moving expenses according to the following guidelines:

- The employee shall be a permanent full-time employee.
- The move is agency-directed, not employee-requested.
- The relocation shall be permanent in intent or at least for a substantive period (more than one year).
- Reimbursement shall be based on the Household Moving Rate Reimbursement Schedule (HMRRS), which considers the distance of the move. Reimbursement for moving mobile homes shall be the amount of the actual costs, not to exceed the HMRRS.
- Reimbursement is available on a one-time basis only.
- The relocated employee shall complete the travel reimbursement and submit it through his or her regular channel of supervisory approval to the Secretary of the Cabinet for signature approvals within six months after the effective date of the relocation. After six months, eligibility for reimbursement expires.

Note: Employees whose initial job locations are for training purposes shall not be eligible for reimbursement at the end of the training period.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">TRAVEL</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Overview</p>


OFFICIAL TRAVEL Kentucky Transportation Cabinet (KYTC) job assignments require that some employees travel in performance of their duties and responsibilities. Employees traveling on official business shall be reimbursed for lodging, subsistence, and other actual and necessary expenses when a claim is submitted in compliance with procedures and travel regulations detailed herein.

CHOICES OF TRAVEL Employees must use the most economical, standard transportation available and incorporate the most direct and frequently traveled routes. Individuals assume all additional expenses attributed to the use of other transportation or routes.

KYTC officials recommending and approving reimbursement for travel are responsible for ensuring that all travel arrangements are the most economical, advantageous, and consistent with the best interest of KYTC and the Commonwealth.

When the mode of transportation for an out-of-state trip is a personally owned vehicle, a cost comparison of driving versus flying is required. See [ACC-403-2](#) for a detailed explanation of cost comparison requirements.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Section</i> AUTHORIZATION TO TRAVEL
	<i>Subject</i> In-State Travel

**STATUTORY &
REGULATORY
AUTHORITY**

All travel to perform official state business must adhere to criteria established by the Finance and Administration Cabinet as detailed in [200 KAR 2:006](#) and Finance and Administration Cabinet Secretary Order 16-007.


TRAVEL APPROVAL

KYTC employees who are required to travel in state to perform official business must follow these approval processes:

- Employees qualifying to use their personally owned vehicle (POV) ([ACC-403-2](#)) must obtain prior approval from the Office of Budget and Fiscal Management (OBFM). The request must be made at least two weeks in advance of their departure date, and the request must come from their CDE or office head.
- Employees must stay in a Kentucky State Resort Park (SRP) when feasible ([ACC-404-1](#)) if their travel destination is within 25 miles of such a facility. Employees, who elect not to stay at a SRP while within the 25-mile radius, must obtain approval from Accounts.

A trip to a bordering state can be considered in-state travel if airfare and overnight stay are not involved. However, if lodging or airfare is necessary, an out-of-state travel authorization is required ([ACC-402-2](#)).



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p>AUTHORIZATION TO TRAVEL</p>
	<p><i>Subject</i></p> <p>Out-of-State Travel</p>

**PREAPPROVAL
REQUIREMENTS**

Out-of-state travel by employees on official business must be preapproved by the KYTC Secretary or designee.

**TRAVEL REQUEST &
DOCUMENTATION**

All requests for out-of-state travel must be approved and submitted in advance of the trip, by the appropriate office head, department commissioner, or, in the case of the Department of Highways, the State Highway Engineer. The request must be submitted for Cabinet approval 2 weeks prior to travel.

The request must include the following:

- Justification memorandum that shall include:
 - ◆ Purpose of the trip
 - ◆ Planned mode of travel
 - ◆ Daily justification if a rental car is requested

Note: KYTC will only reimburse for rental cars for days when state business is performed.

- ◆ The total estimated travel cost along with a notation of the funding source, if a portion of the travel cost will be paid by another entity, such as a federal agency or professional association

Note: If the travel has no cost to KYTC, all of the documentation is required except entering it in eMARS on a TE document.

- Copy of a conference or workshop agenda detailing meeting dates, required fees, provided meals, etc.
- TE (*Out-of-State Travel Authorization*) (entered in eMARS and first-level approval applied)

APPROVALS

The request shall be routed:


- Through the appropriate department or office head
- To the Executive Director of the Office of Budget and Fiscal Management

Note: The KYTC Secretary or designee must approve travel for all executive-level staff, commissioners, executive directors, and Secretary's office staff for the first-level approval.

Inadequate planning may result in denial of travel request.

Note: Out-of-state travel must not take place until proper authorization has been secured, and claims for reimbursement will not be processed without such authorization.



 <i>ACCOUNTS</i>	<i>Section</i> AUTHORIZATION TO TRAVEL
	<i>Subject</i> Out-of-Country Travel


PROCEDURE Trips outside the United States, its possessions, and Canada must have the approval of the Governor.

A written request is submitted to the KYTC Secretary.

The written request must include the purpose of the trip and the benefit to the Commonwealth.

The TE must be approved by the KYTC Secretary before submission to the Finance and Administration Cabinet and the Governor's Office for approval.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p>MODE OF TRANSPORTATION</p>
	<p><i>Subject</i></p> <p>State Vehicles</p>

**USING STATE
VEHICLES**

When traveling on state business, employees must use state-owned vehicles when such vehicles are available and feasible. Employees with disabilities who require specially equipped vehicles may use their own vehicles, but must have prior approval through the Office of Human Resource Management (OHRM) and the Office of Budget and Fiscal Management (OBFM).


Employees may not claim mileage reimbursement if using state-owned vehicles or if another party provides transportation.

KYTC cost centers budget for the use of KYTC vehicles. Cost distributions are processed monthly by the Finance and Administration Cabinet Division of Fleet Management for permanently assigned vehicle usage and rental.

**RESERVING STATE
VEHICLES**

When reserving a motor pool vehicle, the FM-9 form, *Motor Pool Customer Information* ([Exhibit 9034](#)), must be created and reflect the correct accounting template. The authorization must be fully approved before the car can be taken from the motor pool. The Division of Fleet Management will process an eMARS transaction to collect vehicle rental.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">MODE OF TRANSPORTATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Privately Owned Vehicles</p>

OVERVIEW Privately owned vehicles (POV) are allowed for official KYTC travel only when common carrier transportation or state-owned vehicles are unavailable or impracticable and when use of a POV is in the best interests of KYTC and the Commonwealth. Prior authorization is required from the chief district engineer (CDE) or office head and KYTC Office of Budget and Fiscal Management (OBFM) ([ACC-402-1](#)).

MILEAGE RATES The Finance and Administration Cabinet establishes reimbursement rates for POV mileage and posts them online at:

<http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>

DIRECT ROUTES Employees must use the most direct or most commonly traveled route to the travel destination. Mileage is calculated using the most current "Kentucky Official Highway Map," mileage software, or MapQuest website. Out-of-state mileage shall be based on the most recent edition of the "Rand McNally Road Atlas," mileage software, or MapQuest website. Vicinity mileage must be identified separately on the travel voucher and is limited to mileage directly related to business purposes. Vicinity mileage must not be reported for travel to and from restaurants for meals.

TOTAL COST The total cost of an out-of-state trip in a POV is not to exceed the total cost of airplane coach fare. Discount airfare rates, if available, must be used to compute the cost.

To ensure that the total cost of an out-of-state trip in a POV does not exceed the total cost of airplane coach fare, the employee must compare anticipated expenses in the out-of-state travel request.

TOTAL COST (CONT.) The cost comparison must include the following expenses:


- Airline ticket quote from an airline or travel agency
- Lodging
- Per diem
- Travel costs to and from the airport
- Parking at the airport
- Miscellaneous (for example, tips, considered reasonable)

**RESIDENCE &
WORKSTATION
MILEAGE**

POV mileage is limited to the lesser distance from the employee's home to the destination or the employee's official work location to the destination. Mileage that is in direct route between the employee's home and work location must be deducted from the total mileage.

Example: Your official workstation is Frankfort, and your residence is Lexington. When you travel on official business from Lexington to Louisville, you are reimbursed for mileage only from Frankfort to Louisville. When you travel from Lexington to Pikeville, you are reimbursed for mileage only from Lexington to Pikeville.




 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p style="text-align: center;">MODE OF TRANSPORTATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Other Conveyances</p>

RAILROAD ACCOMMODATIONS When employees are traveling by railroad, sleeping car accommodations are limited to a roomette, when available.

SPECIAL CONVEYANCES The cost of hiring cars or other special conveyances in lieu of ordinary transportation may be allowed if ordinary means of transportation cannot be used. Travelers must obtain specific authority from the Executive Director of the Office of Budget and Fiscal Management prior to departure.

Note: Travelers must obtain round-trip tickets, through tickets, excursion tickets, or other reduced-rate tickets whenever available and practical.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">LODGING & SUBSISTENCE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Lodging at Kentucky State Parks</p>

PARK USE All employees who are traveling in state must stay at a Kentucky state park whenever feasible. Reimbursement for actual lodging charges at Kentucky state parks will be approved at the single-room rate.

MAKING RESERVATIONS When reserving a room at a state park, a *State Park Travel Authorization* form ([Exhibit 9033](#)) must be created with an expense line for the lodging charge. The authorization should be fully approved before the employee can check in at the park. After the employee checks out, the state park will create and process an eMARS transaction to collect the fee for the lodging from KYTC.

The Finance and Administration Cabinet provides the *State Park Travel Authorization* form online at:

<http://finance.ky.gov/services/forms/Pages/default.aspx>

The Department of Parks encourages advance room reservations. To reserve lodging at a state park, the traveler must:

- Call the park or access the state park website and make reservations
- Create a *State Park Travel Authorization* form for the lodging
- Present the *State Park Travel Authorization* form number to the front desk upon check-in

Employees may create state park reservations online without entering a credit card number. The website reservation must include the promotion code “SGA” to eliminate the need to provide a credit card number and the possibility of the park erroneously charging the employee for a room deposit.

TRAVELING WITHOUT

RESERVATIONS

If an employee is traveling, has not prearranged accommodations, and needs a place to stay for the night, he or she may stay at a state park if a room is available. If it is early enough, the employee should contact the office to have a *State Park Travel Authorization* form created. If not, the employee should contact the office the next morning, prior to checking out, to have a *State Park Travel Authorization* form created.

TYPE OF ROOMS

When staying at a state park, employees should request a lodge room. If an employee chooses to stay in a cottage, the employee will be responsible for the difference between the single-room rate and the cottage rate.

MEALS & INCIDENTAL

EXPENSES

All meals and incidental expenses incurred while staying at a state park must be paid by the employee. Requests for reimbursement for such expenses must be made using a TP document. When an employee's reimbursement request is submitted to the Division of Accounts, a folio for lodging at a state park must be attached to the reimbursement request.


STATE PARK

TRAVEL AUTHORIZATION

PREPARATION

When a group of employees is staying at a state park, sufficient detail must be included in a request memorandum or the contract with the facility to determine who lodged at the park.




 <i>ACCOUNTS</i>	<i>Section</i> LODGING & SUBSISTENCE
	<i>Subject</i> Camping Vehicles

**REIMBURSEMENT
LIMITS &
REQUIREMENTS**

Employees using camping vehicles for lodging will be reimbursed up to \$20 per night for parking or camping charges.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Section</i> LODGING & SUBSISTENCE
	<i>Subject</i> Subsistence

**ALLOWANCE AMOUNTS
& RESTRICTIONS**

Effective July 3, 2024, Allowance for subsistence in Kentucky, the United States, its possessions, and Canada (except high-rate areas) is made at the following rates, if travel includes the required departure and return times:

Meal	Meal Allowance	Departure	Return
*Breakfast	\$12.00	6:30 a.m.	9:00 a.m.
*Lunch	\$15.00	11:00 a.m.	2:00 p.m.
Dinner	\$23.00	5:00 p.m.	9:00 p.m.

For travel to high-rate areas, subsistence shall not exceed the following:

Meal	Meal Allowance	Departure	Return
*Breakfast	\$14.00	6:30 a.m.	9:00 a.m.
*Lunch	\$18.00	11:00 a.m.	2:00 p.m.
Dinner	\$28.00	5:00 p.m.	9:00 p.m.

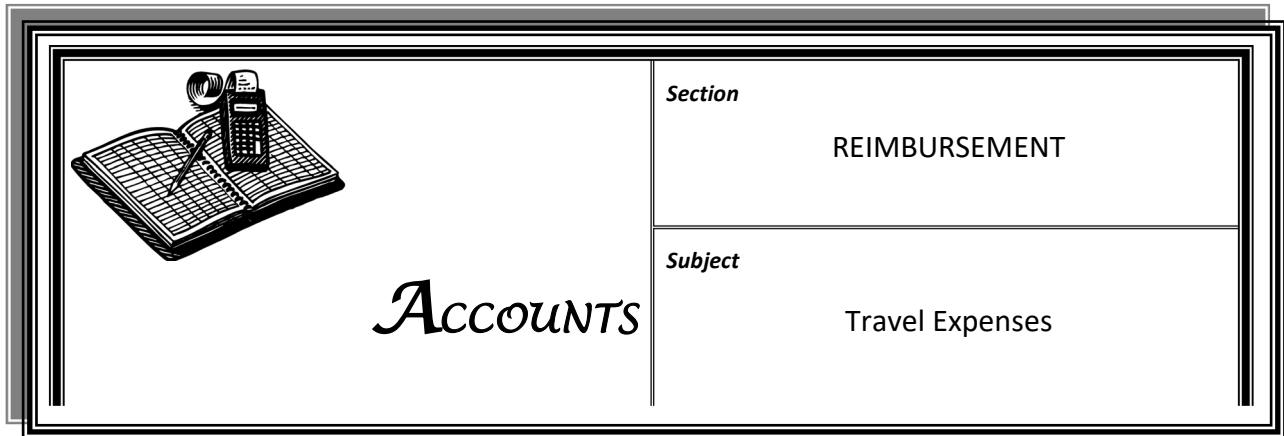
*Breakfast and lunch reimbursement requires overnight lodging if in state.

Note: In-state dinner allowances do not require overnight absence, but do require travel to a destination more than 40 miles from both work station or home as well as absence during the entire mealtime.

Approved out-of-state travel meal reimbursement allowances do not require overnight absence, but do require travel to a destination more than 40 miles from both work station or home as well as absence during mealtime. All meals that are reimbursed without overnight lodging are subject to tax, per IRS regulations and must be coded as W-2 reportable meals on the reimbursement request.

If a meal is furnished within lodging cost, registration fees, or other funding mechanism, the employee may not claim the subsistence allowance.





RECORD OF EXPENSES Every employee who travels is encouraged to maintain a detailed personal log of expenditures and mileage incurred during official travel.

Transportation, mileage, tolls, parking fees, cab fares, telephone calls, and miscellaneous expenses are not included in the subsistence rates. These and other expenditures in excess of \$10 (except mileage and in-state tolls) require an original itemized receipt.

TIP GUIDELINES

Tips that are allowed:

- Luggage handling at hotel: \$1 to \$2 per bag
- Taxi: 10-15% (higher percentage "15%" if help was given loading luggage)
- Shuttle driver: \$2, but only if a tip is not included in the shuttle fee

Tips that are not reimbursable:

- Housekeepers at lodging sites
- Other lodging staff
- Meals (included in the per diem allowance)
- Parking assistance
- Red Cap service at airports

Reminder: Only business-related items are reimbursable.

ORIGINAL RECEIPT

An original receipt is defined as a preprinted invoice from a hotel, motel, restaurant, taxi, or other vendor, showing the date of service or purchase, the amount charged, the location, and a description of the expenditure.

**LODGING
REIMBURSEMENT
LIMITS**

Employee reimbursements are limited to the rate of a single room. If the cost of cabins or suites exceed the cost of a single room, the employee will be responsible for the extra cost.

NO REIMBURSEMENT

REQUESTED If lodging was required but reimbursement not requested, a statement or certification stating the physical address where lodging took place is to be included with the reimbursement request.

**DISTANCE FROM
WORKSTATION OR
RESIDENCE**

Employees in official travel status less than 40 miles from their official workstations or residences may not request reimbursement for lodging and subsistence without receiving prior written approval from the KYTC Secretary or the Secretary's designee.

FUNDING TRAVEL

Employees must use personal funds to defray expenses incurred while in official travel status. Reimbursement of lodging, subsistence, and mileage occurs upon submission of a TP (*Expense Voucher*) for expenses incurred while in preapproved travel status.


RECEIPTS

Employees must obtain and retain receipts of all travel expenses in excess of \$10. Receipts must accompany requests for reimbursement.

RECORDS RETENTION

The Division of Accounts Central File Section shall file and maintain travel reimbursement requests and supporting documentation in accordance with the time schedule specified in the *Records Retention and Disposal Schedule* issued by the Department for Libraries and Archives.




 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p style="text-align: center;">REIMBURSEMENT</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Meal Reimbursement for Actual Costs</p>

REIMBURSEMENT

With prior approval by the Secretary, or his or her designee, KYTC employees assigned by their commissioner, office head, or director to represent KYTC at a meeting or function held or sponsored by an organization may be reimbursed for the actual costs charged for a meal by the sponsoring organization. The reimbursement request must include a receipt from the sponsoring organization.



 <i>ACCOUNTS</i>	<i>Section</i> REIMBURSEMENT
	<i>Subject</i> Reimbursement for Expenses Outside the U.S., Its Possessions, & Canada

**OUT-OF-COUNTRY
REIMBURSEMENTS**

Authorized employees traveling outside the United States, its possessions, and Canada are reimbursed for actual cost of necessary expenses.


RECEIPTS

Receipts are required for all expenditures in excess of \$10.

**CURRENCY
CONVERSION**

All requests for reimbursement of expenditures incurred outside of the United States must be converted to U.S. dollars using the exchange rate in effect at the time of travel. This rate must be detailed in the supporting documentation accompanying the reimbursement request.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p>REIMBURSEMENT</p>
	<p><i>Subject</i></p> <p>Reassignment Reimbursements</p>

REASSIGNMENT Reimbursement for travel expenses is made only if the employee is required to incur additional personal expenses as a result of the temporary assignment or permanent change to work county.

REIMBURSEMENT FOR TEMPORARY ASSIGNMENT An employee may be temporarily assigned for a period of 60 calendar days to a workstation in a different county when it is considered to be in the best interest of KYTC and approved by the Appointing Authority. If the temporary assignment needs to continue past 60 calendar days, the Appointing Authority must request approval by the Secretary of the Personnel Cabinet. If the temporary assignment becomes a permanent need, a request for transfer must be submitted.

An employee who incurs additional travel expenses as a result of temporary assignment to a different county may be reimbursed for travel expenses in accordance with [101 KAR 2:095](#) and [200 KAR 2:006](#), if applicable.

The chief district engineer or office head will decide whether or not the employee is entitled to reimbursement for associated travel expenses within the scope of travel regulations. Authorization to claim privately owned vehicle (POV) mileage must be preapproved by the Office of Budget and Fiscal Management (OBFM).

PERMANENT REASSIGNMENT For travel expense reimbursement, the reassigned location becomes an employee's official workstation 60 days after the employee is directed to assume the new duties unless a travel exception is requested and granted by OBFM. The employee and the Division of Accounts receive official written notification from the KYTC Office of Human Resource Management (OHRM).

**REIMBURSEMENT FOR
PERMANENT CHANGE
TO WORK COUNTY**

In accordance with [101 KAR 1:335](#) and [200 KAR 2:006](#), if applicable, an employee may be reimbursed for lodging, subsistence, and other travel expenses for a period of up to 30 days resulting from the permanent change to work county. Reimbursement begins with the date of reassignment indicated in the OHRM notification. Reimbursement for such expenses is made only if relocation is required of an employee's family or personal belongings to established living quarters at the new workstation. Reimbursement ends upon establishment of permanent domicile.


**APPROVING &
PROCESSING TRAVEL
DOCUMENTS**

The authorities at the location designated as the official workstation of an employee are responsible for approving and processing travel documents. If duties are performed in a location (Central Office or a district office) other than the employee's official workstation, the proper authorities in that location will prepare the TP (*Expense Voucher*) and certify that expenses reported are actual and necessary. The employee or location authority is to submit the certified voucher to the employee's official workstation for approval.

**CHARGING TRAVEL
EXPENSES**

The employee's official workstation budget unit is normally charged for all travel expenses incurred in the performance of the employee's duties. However, if the employee is working on a specifically identifiable project, the travel expenses may be charged to that project.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">REIMBURSEMENT</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Licenses, Dues, & Memberships</p>

TYPES OF REIMBURSEMENTS

Fees associated with commercial driver license (CDL), CDL renewals, CDL physicals, professional engineering licensing, certified public accountant dues, bar association dues, master electrician licensing, land surveyor licensing, etc. are reimbursable if the licenses, dues, or memberships are a requirement of the employee’s job. Proper documentation as outlined by the Office of Human Resource Management (OHRM) and summation requirements must be followed.


Other licenses and dues may be reimbursed with approval of the commissioner or executive director of an office. The cost must be charged to the office overhead.

REIMBURSEMENT REQUESTS

All fees and costs associated with the licensing process must be paid by the licensee. Actual costs that are within the guidelines set forth by KYTC will be reimbursed to the employee.

Employees seeking reimbursement must complete a reimbursement request, and attach the preapproval and a detailed receipt ([GAP-500](#)).



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p style="text-align: center;">LEAVE WHILE IN TRAVEL STATUS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Annual & Sick Leave</p>

**ANNUAL
LEAVE**

An employee in official travel status may be granted annual leave. Travel expenses incurred during the approved leave period are not reimbursable.

SICK LEAVE


An employee who becomes incapacitated due to illness or injury while in travel status may remain in travel status for a period of 7 calendar days.

Medical expenses associated with illness occurring while in travel status are not reimbursable.

**IMPACT ON
REIMBURSEMENT
REQUEST**

Leave that interrupts official travel must be thoroughly documented on the employee's request for reimbursement. The traveling employee must document the date and time of day that leave began and ended.



 <i>ACCOUNTS</i>	<i>Section</i> LEAVE WHILE IN TRAVEL STATUS
	<i>Subject</i> Out-of-State Travel & Vacations


POLICY

Authorizations for travel must reflect the estimated number of days necessary to arrive at the destination as well as how long it will take to return.

Employees may, with proper approval, travel to a destination early or remain after the official business has concluded. Extra travel time and expenses associated with an extended stay will be the responsibility of the employee.

If leave is to be taken at the destination, an explanation as to when the leave begins (date and time) and ends (date and time) must be given. This information must be included in the memorandum seeking preapproval for out-of-state travel.



 <i>ACCOUNTS</i>	<i>Section</i> LEAVE WHILE IN TRAVEL STATUS
	<i>Subject</i> Nonworking Days


POLICY

Official travel ceases on a nonworking day if:

- The employee returns to his official workstation or residence
- The nonworking day is immediately preceded or followed by a period of annual leave

Authorized work performed on a holiday or other nonworking day qualifies the day as a working day.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Section</i></p> <p>TRAVEL EXPENSE VOUCHERS</p>
	<p><i>Subject</i></p> <p>Preparation</p>

**EXPENSE VOUCHER
FORMS**

Employees seeking reimbursement for travel expenses associated with authorized travel must use a TP (*Expense Voucher*) for reporting all claims. Claims may only reflect the expenses of one employee.

Each division director, chief district engineer, office head, or other authorized representative must determine the accuracy of expense vouchers for their respective personnel before approving and submitting to the Division of Accounts Pre-Audit Branch.

The direct-line supervisor of the employee requesting reimbursement must review the reimbursement prior to submitting to the appropriate authorized person for approval

Authorized personnel who certify travel vouchers for employees under their supervision are responsible for authenticity and accuracy of the information on the voucher and for certifying that the travel was necessary to conduct official business.

EXPENSE PERIOD

Tps should be created on a monthly basis unless the Division of Accounts approves a more frequent schedule. If monthly expenses are less than \$10, employees may delay claiming expenses for a period not to exceed 6 months in the same fiscal year.

If approved leave has interrupted a period of official travel, indicate the inclusive dates and type of leave on the front of the travel voucher.

WORKSTATION


The employee’s official workstation is the city or town as defined by **PAN**. The official workstation is designated by the Secretary of Transportation or designee. The designation of any official workstation must be in the best interest of the Commonwealth and not the convenience of the employee.

**CERTIFICATION OF
TRAVEL VOUCHERS**

Employees are cautioned to use utmost care in preparing TPs to ensure that expenditures are legitimate and eligible for reimbursement.

Attempts to defraud the Commonwealth by requesting reimbursement for fraudulent expenses will result in disciplinary actions.




 <i>ACCOUNTS</i>	<i>Section</i> TRAVEL EXPENSE VOUCHERS
	<i>Subject</i> Fraudulent Statements or Claims

POLICY

Kentucky Revised Statutes mandate severe penalties for persons who make false statements, omit statements, or alter statements with the intent to commit fraud against the Commonwealth.

Employees guilty of submitting fraudulent claims for expense reimbursement are subject to disciplinary action up to and including dismissal.



 <p style="font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Section</i></p> <p style="text-align: center;">TRAVEL EXPENSE VOUCHERS</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Approvals</p>
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RESPONSIBILITY The division director, chief district engineer, or office head is responsible for ensuring that all travel is necessary and adheres to travel regulations, policies, and procedures established by the Finance and Administration Cabinet and KYTC. Reimbursement requests for nonbusiness travel costs and for expenses which do not comply with these travel regulations, policies, and procedures must not be approved.

PROCEDURES Employees shall submit a TP document which contains a brief description of the purpose of the travel, as well as all other necessary documents and required receipts to their immediate supervisor for review.


The creator will enter the request into eMARS, and eMARS will assign a TP number.

The division director, chief district engineer, office head, or authorized representative approves TPs (*Expense Vouchers*) in both eMARS and Agilepoint.

The appropriate deputy state highway engineer, executive director, commissioner, or designated representative must approve TPs for Central Office division directors.

TPs for chief district engineers and deputy state highway engineers are approved by the State Highway Engineer or designated representative. TPs for the State Highway Engineer, commissioners, and executive directors are approved by the KYTC Secretary or designated representative.



 <i>ACCOUNTS</i>	<i>Section</i> TRAVEL EXPENSE VOUCHERS
	<i>Subject</i> Submission

**SUBMISSION
SCHEDULE**


To ensure travel reimbursement requests are processed in the most efficient manner possible, employees may only submit travel reimbursements for instate travel once monthly (within a 30-day cycle) or twice monthly if the first document exceeds \$200. Out-of-state trips may be submitted as soon as the employee’s travel ends.

Deviation from this policy may only be granted if a request from the employee’s director or office head is submitted to the Director of the Division of Accounts in an email detailing the need.

**APPROVAL
ROUTING**

Travel reimbursements of chief district engineers and deputy state highway engineers must be routed through the State Highway Engineer for approval. Reimbursement requests of division directors and other office heads must be routed through the commissioner of the respective office or the State Highway Engineer for approval before submitting to the Division of Accounts. Other reimbursement requests are routed through regular channels.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">TRAVEL EXPENSE VOUCHERS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Auditing</p>

**AUDIT OF TRAVEL
REIMBURSEMENT
REQUESTS**

Chief district engineers, office heads, or their designees are to audit each TP (*Expense Voucher*) before submission to the Division of Accounts.

**REIMBURSEMENT
AUDIT CHECKLIST**

Office heads or their designees must ensure that the following requirements are met:

- An original receipt is required for any amount in excess of \$10.
- Receipts are required for tolls only if vehicle has more than two axles or for tolls outside Kentucky.
- State park folio (receipt) is required for all lodging at state parks, regardless if the charges were internally billed or not.
- Lodging or subsistence allowances are not reimbursable within 40 miles of the employee's residence or workstation.
- Mileage between an employee's residence and workstation is not reimbursable.
- If lodging reimbursement is not requested, a statement or certification as to the specific address where the employee stayed must be provided.
- Mileage allowance for private car usage is reimbursed at the rate established by the Finance and Administration Cabinet.
- Mileage allowance for private car usage must reference a preapproved authorization number.
- Out-of-state travel must have prior approval referencing an approved TE document.
- Reimbursement requests are to be submitted according to policy in [ACC-407-4](#).
- Mileage claimed on TPs must equal PCMiler software calculations.
- Residence and workstation reported on a TP are to agree with the employee's current PAN.


APPROVAL

Chief district engineers or their designees must approve district employees' TPs.

Office heads or their designees must approve Central Office employees' TPs.

Approvers must maintain the original receipts and a copy of all documentation and approvals in the originating office for 3 years plus the current year.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Chapter</i> TRAVEL
	<i>Subject</i> Meeting-Related Expenses

REQUIREMENTS Procurement of meeting rooms, group lodging, and food for official KYTC business shall be made under standard procurement policies and procedures.

GUIDELINES KYTC employees may make arrangements with hotels, motels, and other vendors for obtaining reasonable accommodations in which to conduct official meetings.

Subject to the prior approvals required herein, employees may arrange for meeting rooms or facilities, group lodging and meals, audio-visual or other equipment, and limited refreshments for breaks. The office head or chief district engineer (CDE) is accountable and responsible for assuring such transactions comply with the limits of this policy.

If the total cost of the group lodging, meeting room, break refreshments, meals, and required equipment exceeds \$5,000, three price quotes must be obtained in advance of the meeting and included with the documentation required by this policy. The documentation must explain the considerations and criteria used to select the meeting site.

APPROVALS All procurement of meeting rooms, group lodging, meals, equipment, and refreshments must be approved in writing, in advance of the event, by the appropriate office head or CDE.

Any meeting that involves the purchase of meals, regardless of cost, must receive prior approval requested by the office head or CDE through the Executive Director of the Office of Budget and Fiscal Management and signed by the Transportation Cabinet (KYTC) Secretary or the Secretary’s designee.

Requests for approval of meetings costing more than \$1,000 must be submitted by the appropriate office head or CDE through the Executive Director of the Office of Budget and Fiscal Management and approved by the KYTC Secretary or the Secretary’s designee.

DOCUMENTATION	<p>A request must be prepared and recommended by the office head or CDE, endorsed by the approving authority, and submitted or maintained in the files with the related payment documents for record, audit, and review. Requests must contain:</p> <ul style="list-style-type: none">➤ Purpose of the meeting or group lodging➤ Dates and location of the meeting➤ Description of attendees, including the number of state employees and non-state employees➤ All quotes, agreements, and contracts
GROUP LODGING & MEALS	<p>KYTC employees may independently contract with hotels, motels, and other establishments for the occupancy and use of one or more rooms by a group of four or more state employees engaged in official business away from their official work stations. The arrangement may also include meals for those employees in travel status. The amount of lodging and meals per person cannot exceed the limitations of the Finance and Administration Cabinet (FAC) travel regulations.</p> <p>The agreement for group lodging must be detailed on the form used by the establishment providing the accommodations. Both the vendor and the KYTC representative who negotiated with the vendor must sign the form.</p>
REFRESHMENTS	<p>Meeting refreshments may be provided, with prior written approval of the office head or CDE. Refreshments are to be limited in nature (that is, coffee, doughnuts, and soft drinks) and not exceed \$5 per meeting attendee per day. Documentation must support that this limit is being observed. Refreshment breaks must be scheduled during the meeting, not prior to or after.</p>
MEALS AT MEETINGS	<p>FAC regulations may prohibit or restrict state employees from being provided meals; therefore, meal approval requests and other supporting documentation must be specific and detailed. For instance, meals may not be provided to employees who are not in travel status. Exceptions to this practice may be allowed if the meeting includes non-state employees, or both employees in travel status and those not in travel status, or it is a working lunch that employees are required to attend.</p> <p>If meeting meals are provided to employees who are in travel status, the meal cost must not exceed FAC per diem limits, and the employee may not claim the meal on a travel voucher. Exceptions to any of these restrictions require approval of the KYTC Secretary or the Secretary's designee.</p>

KENTUCKY STATE**PARKS**

Whenever possible, facilities of the Kentucky State Parks systems are to be used for KYTC meetings. All guidelines detailed herein shall also pertain to meetings held at state parks.

Employees must negotiate with the park to obtain the best possible rates. Rates negotiated for cottages must be equal to or below the single room per-occupant rate at the park.

OUT-OF-STATE**MEETINGS**

Complete justification and estimated costs for any meetings to be held out of state must receive prior approval submitted from the appropriate office head or CDE through the Executive Director of the Office of Budget and Fiscal Management and be approved by the KYTC Secretary or the Secretary's designee.

PAYMENT OF**MEETING EXPENSES**


The department, office, division, or district will pay the agreed upon charges related to meetings through eMARS on an invoice using the cited authority, "200 KAR 2:006.10(3) – Contract for Group Accommodations." The completed eMARS transaction along with the required supporting documentation must be routed to the Division of Accounts for final review and approval.

Fees associated with meetings, group lodging, and meals at state parks facilities will be inter-accounted to the sponsoring department, office, division, or district by the Department of Parks. The department, office, division, or district will approve the payment as the buying entity and forward the supporting documentation to the Division of Accounts for post audit and records retention.

USE OF PRO-CARD**FOR MEETING****EXPENSES**

Costs related to group meetings may be paid using a procurement card (Pro-Card) or paid on a PRC with an invoice from the vendor, when advance authorization has been provided in accordance with the policies set herein. Employees are not authorized to pay cost and be reimbursed.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Overview</p>

TYPES OF PAYABLES KYTC payables consist of the following:

- Vendors for goods and services
- Revenue refunds (primarily taxes and fees)
- Procurement of rights-of-way
- Other governmental agencies (state or local)
- State universities
- Employee travel (see Chapter [ACC-400](#))

**PROCESSING
PAYMENTS**

All KYTC payments are processed through the Commonwealth's financial processing software, the enhanced Management Administrative Reporting System: eMARS.


Payments made by and processed through the Division of Accounts Pre-Audit Branch include reimbursement for travel, payment for goods and services, payments for land and right-of-way purchases, and payment of claims against KYTC.

**PROCESSING
SYSTEM**

All KYTC payments are processed through the Commonwealth's financial processing software, the enhanced Management Administrative and Reporting System: eMARS.

eMARS is a web-based system. All commodity-related purchases and services are processed through this system. After a transaction has received all applicable validations and approvals, eMARS will produce the associated payment. Disbursements may occur by check, an electronic funds transfer, or an internal transfer of funds between agencies.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">PRC PAYMENTS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Stand-Alone PRC Payments</p>

DEFINITION The Stand-Alone Payment Request Commodity (PRC) is a payment transaction in eMARS that is intended for straight disbursements. A straight disbursement is a payment that does not reference a contract, master agreement, or delivery order.

The office head, commissioner, or chief district engineer (CDE) is ultimately responsible for ensuring that all payments processed by the administrative unit adhere to this policy and any other applicable procurement policies and regulations.

WHEN TO USE PRCs Units using PRCs are to adhere to the following guidelines:

Payment Type	Cited Authority	Dollar Limit	Authorized Buying Entities
Small Purchases under \$5,000	BO111-55-00 Small Purchase	\$5,000	Cabinetwide
Filing Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Commissioner Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Recording Deeds	KRS 64.015 Recording Deeds/Clerk Fees	\$5,000	District Offices, Legal
Pro-Rata Property Taxes	KRS 177.021 Acquire Rights of Way/Transportation Cabinet	\$50	District Offices, Legal
Sheriff Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Mediation Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Postage	Postage/Freight	\$5,000	Cabinetwide

NOTE: The cited authority Postage/Freight is restricted to payments to the U.S. Postmaster for postage. Freight bills are to be paid as small purchase. If a bill exceeds \$5,000, it is to be paid as a small purchase contract approved by the Division of Purchases. Affidavit approval is still required for all payments of \$1,000.00 or more.

**WHEN NOT
TO USE PRCs**

All utility bills must be paid using a Pro-Card or GAX transaction.
(See [ACC-603-2](#).)

A PRC is never to be used to make a payment to an employee.

**PRE-AUDIT
OF PAYMENTS**

After the eMARS Coordinator has reviewed, validated and submitted a PRC, the Coordinator must provide the PRC .pdf coversheet and supporting documentation to his or her first level approver for review and first level approval to be applied prior to submitting to the Division of Accounts via AgilePoint.

Any payment processed on a PRC must be reviewed by an approver in the unit creating the payment. eMARS users entering and approving PRC payments must ensure compliance with the aforementioned requirements. First level approvers must sign and date the payment packet once approval has been applied in eMARS.

**SUBMITTER
RESPONSIBILITIES**

Submitters **must physically inspect** the supporting documentation. Transaction submission is a certification by the submitter of the following:

- The procurement meets the criteria established above for a PRC and complies with procurement regulations.
- Sufficient backup documentation is present to support the payment.
- Invoiced commodities and services have been received.
- Vendor's invoice is mathematically correct.
- Vendor's invoice contains approval signature (or electronic approval) of the KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- eMARS service dates reflect invoice service dates.
- Amount paid on the PRC matches the amount on vendor's invoice.
- Kentucky sales tax is not being paid.
- Federal excise tax (communications tax, 3 percent) is not being paid on telephone bills.
- No previously paid amounts are being paid again.

APPROVER**RESPONSIBILITIES**

Approvers **must physically inspect** the supporting documentation. Transaction approval is a certification by the approver of the following:

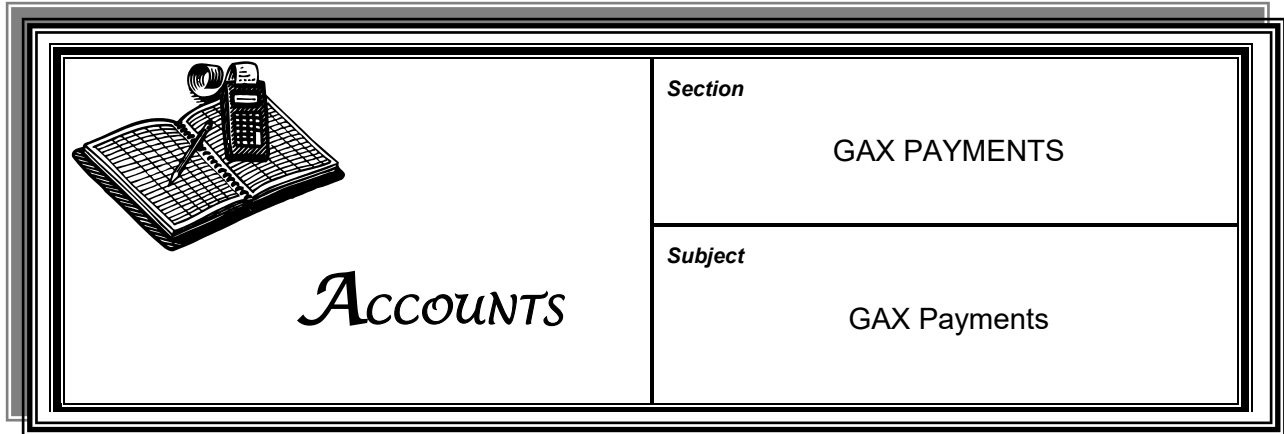
- The procurement meets the criteria established above for a PRC and complies with procurement regulations.
- Sufficient backup documentation is present to support the payment.
- Court-ordered payments include a copy of the court order.
- Invoiced commodities and services have been received.
- Vendor's invoice is mathematically correct.
- Vendor's invoice contains approval signature (or electronic approval) of the KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- Amount paid on the PRC matches the amount on vendor's invoice.
- Kentucky sales tax is not being paid.
- Federal excise tax (communications tax, 3 percent) is not being paid on telephone bills.
- No previously paid amounts are being paid again.
- Payment is being made in time to avoid penalties.

SUBMITTING DOCUMENTS

Submitters must ensure compliance with the aforementioned requirements. **First line Approver** must electronically approve the document in eMARS ***prior*** to submission in **AgilePoint**. When processing a PRC transaction, the following steps are to be completed for document submittal:

1. First line approver signs and dates the document.
2. The Payment is immediately submitted through AgilePoint's [Accounts Payable Application](#) to receive FINAL approval.





DEFINITION The General Accounting Expenditure (GAX) is a payment document used to pay for any items included in [FAP 111-08-00](#).

WHEN TO USE GAXS Units using GAXs are to adhere to the following guidelines:

Payment Type	Cited Authority	Dollar Limit	Authorized Buying Entities
Utility payments	KRS 45A.095(1)(a) ; 200 KAR 5:309(1)	NA	Cabinetwide
Commissioner Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Recording Deeds	KRS 64.015 Recording Deeds/Clerk Fees	\$5,000	District Offices, Legal
Sheriff Fees	KRS 416.560 (1) Condemnation Proceedings/Costs	\$5,000	District Offices, Legal
Postage	Postage/Freight	\$5,000	Cabinetwide
Subscriptions, periodicals	KRS 45A.050(2)(b) ; 200 KAR 5:309(5)	\$5,000	Cabinetwide
County Clerk's Supplemental Revenue	KRS 186.049(6)(C)	NA	Rural & Municipal Aid
Energy Recovery Revenue	KRS 177.9771(6)	NA	Rural & Municipal Aid
Road Fund Disbursements	KRS 177.320-369	NA	Rural & Municipal Aid
Right-of-Way Acquisitions	KRS 177.021	NA	Right of Way

WHEN NOT TO USE GAXs If there is any contract (PO, PO2, PON2, DO, MA, SC or any CT document) in place, a PRC must be used. (See [ACC 603-1](#).)

A GAX is never to be used to make a payment to an employee.

PRE-AUDIT OF PAYMENTS After the eMARS Coordinator has reviewed, validated and submitted a PRC, the Coordinator must provide the PRC .pdf coversheet and supporting documentation to his or her first level approver for review and first level approval to be applied prior to submitting to the Division of Accounts via AgilePoint.

PRE-AUDIT OF PAYMENTS (CONT.)

Any payment processed on a GAX must be reviewed by an approver in the unit creating the payment. eMARS users entering and approving GAX payments must ensure compliance with the aforementioned requirements. First level approvers must sign and date the payment packet once approval has been applied in eMARS.

SUBMITTER RESPONSIBILITIES

Submitters **must physically inspect** the supporting documentation. Transaction submission is a certification by the submitter of the following:

- The procurement meets the criteria established above for a PRC and complies with procurement regulations.
- Sufficient backup documentation is present to support the payment.
- Invoiced commodities and services have been received.
- Vendor's invoice is mathematically correct.
- Vendor's invoice contains approval signature (or electronic approval) of the KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- eMARS service dates reflect invoice service dates.
- Amount paid on the PRC matches or is less than the amount on vendor's invoice.
- Kentucky sales tax is not being paid.
- Federal excise tax (communications tax, 3 percent) is not being paid on telephone bills.
- No previously paid amounts are being paid again.

APPROVER RESPONSIBILITIES

Approvers **must** physically inspect the supporting documentation. Transaction approval is a certification by the approver of the following:

- The procurement meets the criteria established above for a GAX and complies with procurement regulations.
- Sufficient backup documentation exists to support the payment.
- Court-ordered payments include a copy of the court order.
- Vendor's invoice is mathematically correct.

**APPROVER
RESPONSIBILITIES
(CONT.)**


- Vendor's invoice contains approval signature (or electronic approval) of the KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- Amount paid on the GAX matches or is less than the amount on vendor's invoice.
- Kentucky sales tax is not being paid.
- Federal excise tax (communications tax, 3 percent) is not being paid on telephone bills.
- No previously paid amounts are being paid again.
- Payment is being made in time to avoid penalties.

**SUBMITTING
DOCUMENTS**

Submitters must ensure compliance with the aforementioned requirements. **First line Approver** must electronically approve the document in eMARS ***prior*** to submission in **AgilePoint**. When processing a PRC transaction, the following steps are to be completed for document submittal:

1. First line approver signs and dates the document.
2. The Payment is immediately submitted through AgilePoint's [Accounts Payable Application](#) to receive FINAL approval.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">PRC Payments from a Contract</p>

STATUTORY & REGULATORY AUTHORITY

[FAP 111-45-00](#)

DEFINITION

The Payment Request Commodity (PRC) references a contract and is a payment transaction in eMARS where a contract is available and intended to be used.

The office head, commissioner, or chief district engineer (CDE) is ultimately responsible for ensuring that all payments processed by the administrative unit adhere to this policy and any other applicable procurement policies and regulations.

The contracts available for use on this type of payment are MA, DO, PO, PON2, CT, CTRP1, and SC.

WHEN TO USE PRCs

A PRC shall reference a contract when there is a contract available, which is required for any purchase exceeding \$5,000.00.

WHEN NOT TO USE PRCs

All utility bills must be paid using a Pro-Card or GAX transaction. (See [ACC-603-2](#).)

A PRC is never to be used to make a payment to an employee.

PRE-AUDIT OF PAYMENTS

After a creator has validated and submitted a PRC, the creator must email the PRC .pdf coversheet and the supporting documentation to the first approver for processing.

Any payment processed on a PRC must be reviewed by an approver in the unit creating the payment. eMARS users entering and approving PRC payments must ensure compliance with the aforementioned requirements.

SUBMITTER**RESPONSIBILITIES**

Submitters **MUST electronically inspect** the supporting documentation. Transaction approval is a certification by the submitter of the following:

- The procurement meets the criteria established above for a PRC and is in compliance with procurement regulations.
- Sufficient backup documentation is present to support the payment.
- PSC form is attached where applicable.
- Invoiced commodities and services have been received.
- Vendor's invoice is mathematically correct.
- Vendor's invoice contains approval signature (or electronic approval) of the KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- Amount paid on the PRC matches or is less than the amount on vendor's invoice.
- Amount paid on the PRC matches or is less than the amount on the referenced contract.
- Penalties are deducted for late delivery, if applicable.
- Kentucky sales tax is not being paid.
- No previously paid amounts are being paid again.
- Payment is being made in time to avoid penalties.

APPROVER**RESPONSIBILITIES**

Approvers **MUST electronically inspect** the supporting documentation. Transaction approval is a certification by the approver of the following:

- The procurement meets the criteria established above for a PRC and complies with procurement regulations.
- Sufficient backup documentation is present to support the payment.
- PSC form is attached where applicable.
- Invoiced commodities and services have been received.
- Vendor's invoice is mathematically correct

**APPROVER
RESPONSIBILITIES
(CONT.)**


- Vendor's invoice contains approval signature (or electronic approval) of KYTC employee responsible for the purchase, signifying receipt of the good or service and accuracy of invoice.
- eMARS remittance address reflects invoice's remit to address.
- Amount paid on the PRC matches or is less than the amount on vendor's invoice.
- Amount paid on the PRC matches or is less than the amount on the referenced contract
- Penalties are deducted for late delivery, if applicable.
- Kentucky sales tax is not being paid.
- No previously paid amounts are being paid again.
- Payment is being made in time to avoid penalties.

**SUBMITTING
DOCUMENTS**

Submitters must ensure compliance with the aforementioned requirements. **First line Approver** must electronically approve the document in eMARS *prior* to submission in **AgilePoint**. When processing a PRC transaction, the following steps are to be completed for document submittal:

1. First line approver sign and date the document.
2. The Payment is immediately submitted through Agile Points [Accounts Payable Application](#) to receive FINAL approval.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Pro-Card</p>

OVERVIEW OF

PRO-CARD PROGRAM The Pro-Card Program, which is under the control of the Finance and Administration Cabinet (FAC), facilitates the procurement of small purchases through the use of VISA cards by authorized cardholders. The program enables each cardholder to place orders directly with vendors or to make purchases on site.

When a transaction is processed it must validate against pre-set limits established by the FAC and KYTC. Each transaction is instantaneously approved or denied on the basis of the following criteria:

- Single purchase limit (usually \$5,000 maximum)
- Spending limit per cycle
- Approved supplier code (Merchant Category Group)

DEFINITIONS

Issuing Bank—Financial institution issuing Pro-Cards

Cardholder—Employee who is issued a Pro-Card

Pro-Card Program Coordinator—Employee in the Division of Accounts responsible for overseeing the KYTC Pro-Card Program and who serves as the main source of information regarding Pro-Card policies and procedures

Pro-Card Site Administrator—Employee responsible for monitoring the Pro-Card Program at a specific administrative site, such as a district, by ensuring policies and procedures are followed and by approving all payments to the issuing bank

Administrative Site—Area within KYTC delegated the responsibility of reviewing purchases, collecting receipts, and processing payments to the issuing bank. KYTC currently has fourteen administrative sites:

- District Offices 1–12
- Division of Accounts
- Division of Equipment

**PAYMENTS
OF ACCOUNTS**

Each administrative site must adhere to the requirements for the processing of Pro-Card transactions. Payments are generated through electronic files from the issuing bank. These electronic files are accessible through the current banks website. The files contain a separate line for each transaction, which contains cardholder, vendor, and accounting information.

PRO-CARD POLICIES

The following policies have been implemented to ensure KYTC compliance with the FAC procedure [FAP 111-58-00](#).

- KYTC may only issue cards to KYTC employees.
- All purchase transactions processed against a Procurement Card must comply with the requirements of the Finance and Administration Cabinet's [Manual of Policy and Procedures](#) and KYTC policies.
- Cardholders must be familiar with requirements prior to making Pro-Card purchases.
- The standard maximum single purchase limit for a Pro-Card is \$5,000. If the need to raise the limit of a card above \$5,000 can be shown, the Division of Accounts and the Division of Purchases may grant an exception for items such as utility payments, repair parts, small construction supplies, etc.
- Upon changes in a cardholder's employment (retirement, transfer, responsibility change, etc.), the Pro-Card must be destroyed.
- The site administrator or program coordinator, without cause, may revoke the privilege of holding a Pro-Card at any time. A cardholder's division director or office head may request the surrender of a card through the administrator.

**CARDHOLDER
RESPONSIBILITIES**

Cardholders must:

- Follow all KYTC and FAC procurement regulations, policies, restrictions, and requirements for Pro-Card purchases
- Sign and accept the terms and conditions of the Commonwealth of Kentucky Procurement Cardholder Agreement
- Contact their respective site administrators to obtain additional cards or to change information on existing cards
- Indicate approval of all Pro-Card purchase transactions by signing the corresponding invoices or receipts. (If a cardholder makes a purchase for another employee, both the cardholder and the employee must sign the invoice or receipt.)
- Immediately report the loss or theft of their Pro-Card to the issuing bank and KYTC's Pro-Card Program coordinator. (Failure to do so may result in the cardholder being held financially responsible for any charges made after the card is determined to be missing.)

**CARDHOLDER
RESPONSIBILITIES
(CONT.)**

- Obtain an itemized receipt that includes detailed information for all items purchased
 - Email the original itemized receipt to the applicable site administrator within seven days of the purchase
 - Properly inspect all items purchased and all shipments received
 - In case of a return, coordinate the return directly with the supplier and contact the site administrator regarding any unresolved issues
- NOTE:** Receipts that describe purchased items as “General Merchandise” are not acceptable.
- Attempt to resolve any disputes with vendors. If a resolution is not possible, the cardholder must forward it to the site administrator, who will report the problem to the issuing bank.

**SITE ADMINISTRATOR
RESPONSIBILITIES**

Site administrators (and their backups) must:

- Ensure that proper accounting strings are used for each purchase
- Review and extract transaction data on the VIS website. (Extraction reports show cardholder purpose, description, and approvals of each transaction.)
- Reconcile the Pro-Card transactions, bank statements, and other monthly reports (when available in eMARS)
- Implement sound internal controls, including separation of duties, to ensure that all the applicable procurement and payment policies are followed
- Not be cardholders
- Review and electronically approve eMARS documents, which creates payment through an electronic transfer of funds to the issuing bank
- Provide the KYTC program coordinator the following information for each cardholder:
 - ◆ Name of the site administrator and backup
 - ◆ Cardholder’s phone number, fax number, worksite mailing address, and email address
 - ◆ Organization and cost center numbers
 - ◆ Location of Pro-Card records storage

TRANSACTIONS

Guidelines for transactions are as follows:

- Store all supporting documentation filed in an organized manner. (Documentation is subject to being monitored and audited.)
- Procurement transactions may not be split, parceled, divided, or purchased over time in an attempt to circumvent the cardholder's assigned single-purchase limit.
- Unless the responsible KYTC division gives prior written authority, cardholders are not to purchase any item that another division holds ultimate authority to purchase for the Cabinet.
- Pro-Cards may not be used for the following transactions:
 - ◆ Travel-related and entertainment-related expenses and advances, although registration fees may be paid with Pro-Card
 - ◆ Alcoholic beverages
 - ◆ Automotive gasoline
 - ◆ Cash advances
 - ◆ Salaries and wages
 - ◆ Legal services
 - ◆ Lease purchases
 - ◆ Insurance premiums and bonds
 - ◆ Services covered by Personal Service Contract statutes
 - ◆ Printing services except for copying costs for locations outside of Franklin County
 - ◆ Supplies available from the KYTC Equipment Warehouse
- Meeting-related purchases must also adhere to policies set forth in [ACC-408, "Meeting-Related Expenses."](#)
- Purchases are to be for the use and benefit of the Commonwealth only. No personal purchases are permitted.
- Unauthorized use of a Pro-Card may result in disciplinary action by KYTC.
- As an agent of the Commonwealth, each cardholder must ensure the proper use of the Commonwealth's tax-exempt registration number (ST-37-187). A copy of the tax-exempt letter is included in the [Pro-Card User Guide](#). The Commonwealth's tax exemption number is printed on the face of each Pro-Card.

**MONTHLY CYCLES &
SUPPORTING
DOCUMENTATION**

KYTC must maintain the documentation for all transactions in accordance with the Commonwealth's records retention policy.

- All receipts and invoices are to be retained electronically for a total of eight years, with at least the three most recently audited years maintained in the Division of Accounts.
- Each KYTC administrative site must maintain all documentation for three months and then forward said documentation to the Division of Accounts.
- Monthly cycles must be reconciled and organized in the following manner: Bank statement, 8010 report from eMARS, Mapper and cover page

**PURCHASES REQUIRING
INVENTORY**

Any nonexpendable item costing \$500 or more must be inventoried by either the Division of Facilities Support or the Division of Equipment.

Any cardholder who purchases an item requiring inventory must:

- Complete a TC 31-29 form, *Pro-Card Inventory Record and Receipt (ACC-9015)*
- Attach a copy of the sales receipt and include the cardholder's name
- Submit the form to the applicable division's Inventory Section

Examples of items inventoried by the Division of Facilities Support include:

- Furniture
- Filing Cabinets
- Office equipment such as shredders

Examples of items inventoried through the Division of Equipment include:

- Water pumps
- Generators
- Radios and base stations

The respective Inventory Section will assign inventory numbers and notify the purchasing entity of those inventory numbers. An Inventory Section property officer will etch and tag the property during the annual inventory or when the volume of inventory purchases warrants a visit.

POLICY VIOLATIONS


Any violations of applicable policies, regulations, or laws may result in disciplinary action, up to and including dismissal. In addition, violations of law may result in referral to proper law enforcement agencies for possible criminal prosecution.

**ADDITIONAL
INFORMATION**

Additional Pro-Card information and links to electronic forms and FAC Pro-Card information may be accessed on the Division of Accounts intranet site:

<https://intranet.kytc.ky.gov/org/OBFM/accounts/Pages/default.aspx>



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Manual Warrants</p>

MANUAL WARRANT POLICY

A manual warrant is an eMARS document used to quickly obtain a check. With this document it is possible to have a check issued usually within one to two hours.

A manual warrant can be created to reference a document that has already been released for payment but is not scheduled to issue a check until a future date. A manual warrant may be created as a stand-alone document or as a straight payment. The preferred method is for the manual warrant to reference an existing payment transaction.


MANUAL WARRANT PROCEDURES

A manual warrant can be created upon written request from the office head, district deputy executive director, or designated representative with the approval of the Division of Accounts.

The Division of Accounts is the only authorized creator of the manual warrant for KYTC. The document requires four approvals, the first two of which are applied by Accounts. The Finance and Administration Cabinet (FAC) Division of Statewide Accounting and the Office of the Treasurer apply the third and fourth approvals, based on an e-mail request that details the need for the manual warrant.

When the check is returned to KYTC, the employee who requested the check must sign the manual warrant indicating receipt of the check.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Wire Transfers</p>

**PROCEDURES FOR
WIRE TRANSFERS**

eMARS is capable of creating the wire transfer of funds from the bank used by the Commonwealth of Kentucky to another bank when an Electronic Fund Transfer (EFT) eligible vendor number is available.


The area wishing to transfer the funds must complete the Finance and Administration Cabinet's SAS-62 form, *Request for Wire Transfer* ([ACC-9013](#)), and deliver it to the Division of Accounts.

A manual warrant wire requires four approvals. The area requesting the wire transfer applies the first approval. The Division of Accounts applies the second approval and then faxes the SAS-62 form to both FAC and Treasury for the third and fourth approvals.

The procedures for wiring funds are as follows:

1. The area requesting to initiate a funds transfer creates an MDW (Manual Distribution Wire) transaction.
2. The area that created the payment must apply the first approval.
3. After the approval is applied, the requesting area forwards the SAS-62 to Accounts.
4. The Division of Accounts reviews the request and applies the second approval to the transfer transaction.
5. The SAS-62 form is then faxed to the Division of Statewide Accounting in the Finance and Administration Cabinet and to the Treasury Department for the third and fourth approvals.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Late-Payment Penalty</p>

POLICY


Bills incurred by KYTC must be paid in a timely manner. As mandated by [KRS 45.453](#), all bills shall be paid within thirty working days of the receipt of the goods or services or of the vendor's invoice, whichever is last. The only exception is that the agency notifies the vendor, in writing, of a problem with the bill. The originating office has fifteen working days to submit payment to the Division of Accounts. The division has ten days to process the payment. The Office of Finance and the Office of the Treasurer have five working days to produce and deliver the remittance.

Per [KRS 45.454](#) and [FAP 120-05-00](#) any bill approved for payment that is not paid within thirty working days shall have a late-payment penalty added. **This does not mean that KYTC must withhold payment to a vendor for thirty working days.**

The late-payment penalty shall be one percent of the unpaid amount for each month that the payment is late. **As directed by [KRS 45.458](#), the penalty shall be paid out of the overhead budget of the area deemed to be responsible for the late payment.**

PROCEDURES

It is the responsibility of KYTC management to ensure that all payments are compliant with [KRS 45.453](#). When a payment is processed for a bill that is more than thirty working days late, the area submitting the payment must add a line for the late penalty.

 <p style="font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p>ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p>Prior-Year Claims</p>

POLICY

As directed by [KRS 45.231](#), any claim against KYTC that is not presented or encumbered for payment during the fiscal year in which the obligation was incurred may be authorized for payment provided that sufficient funds were available at the close of the fiscal year in which the obligation was incurred. These payments are limited to obligations incurred during the two fiscal years prior to the current fiscal year.

Obligations that are older than the two previous fiscal years must go before the regular session of the legislature for payment authorization as a claim against a prior year.

PROCEDURES

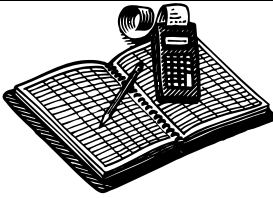
For payments that require legislative approval:

1. Complete a Legislative Claim Request form ([ACC-9032](#))
2. Attach the vendor's invoice to the request form
3. Forward the request form and supporting documentation to the Division of Accounts Director or Assistant Director

The Division of Accounts shall submit the request form to the Finance and Administration Cabinet for processing.

Upon approval of the claim by the legislature, the Finance and Administration Cabinet shall prepare a GAX transaction to pay the vendor, using the original accounting string.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Document Filing & Retention</p>

TYPES OF DOCUMENTS


The Division of Accounts Central File Section is responsible for maintaining the official records of the Cabinet. The records include all pay documents, project files, and journal vouchers.

RETENTION SCHEDULE

These records must be retained for a time in accordance with the Commonwealth of Kentucky's [General Schedule for State Agencies](#) as established by the Kentucky Department for Libraries and Archives (KDLA). After a predetermined period of time, the records maintained by KYTC will be scanned, stored on CD and destroyed, or sent to KDLA to be stored for a longer time period, depending upon the record type.

[GAP-1002](#) in the *General Administration and Personnel Manual* details the Cabinet's records retention policy and procedures.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Auditing Transactions</p>

PRE- & POST-AUDITING OF TRANSACTIONS

[KRS 45.121](#) mandates that the Finance and Administration Cabinet (FAC) examine all authorizations for payment before the production of checks by the Treasurer. This statute also gives FAC the authority to delegate this pre-audit requirement to budget units such as KYTC. As established by written agreement, FAC has delegated pre-audit responsibilities of KYTC transactions to KYTC Division of Accounts.

This pre-audit responsibility has been further delegated, in very limited circumstances, by the Division of Accounts to various components of KYTC. Generally, those exceptions are:

- Utility bills incurred by district office, regardless of amount
- Stand-alone payments under \$5,000 that do not reference a contract or master agreement

Pre-audit procedures are performed by those who are responsible for applying approval to transactions in eMARS.

No eMARS user should approve any transaction without examining the physical documentation, comparing the documentation to the on-screen electronic eMARS transaction, and ensuring that the transaction meets the criteria listed below.

Post-audit procedures are performed by the Division of Accounts, KYTC internal auditors, or external auditors to ensure that all parties are following proper procedures and exhibiting sound internal controls.

VERIFICATION OF CRITERIA

Regardless of whether performing a pre- or post-audit, the following criteria must be verified:

- Invoice represents the purchase of necessary goods or services
- Purchase is reasonably priced and nonpersonal in nature
- Correct eMARS transaction type has been used


**VERIFICATION OF
CRITERIA (CONT.)**

- Correct coding has been used
- Payment does not exceed the allowable dollar limit (see [ACC-603-1](#), “**Stand-Alone PRC Payments**”)
- Vendor invoice and payment amount agree
- Correct authority is cited (see [ACC-603-1](#))
- Backup documentation, including vendor’s invoice, is original or certified to be considered as original
- Kentucky sales tax is not being paid
- Federal excise tax (communications tax, 3 percent) is not being paid on a telephone bill
- Invoicing vendor matches vendor being paid
- Vendor invoice is mathematically correct
- Vendor invoice is not stale, thus requiring legislative approval
- Vendor invoice contains payment approval by employee who requested the goods or services

**TRANSACTION
COMPLETENESS**

A transaction must contain sufficient descriptions and supporting documentation so that regardless of the passage of time, an independent third party unfamiliar with the transaction can fully understand the transaction and find it appropriate.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Payment Methods & Distribution</p>

**CHECK
DISTRIBUTION
POLICY**

Payments generated by eMARS are made by either a standard paper check or direct deposit to a bank account by electronic fund transfer (EFT). Check issuance is determined by the category selected when creating the transaction in eMARS. Payments can be processed using the default check category from the vendor record, or a check category can be selected manually. Transaction creators may denote if a check is to be mailed from Treasury to the vendor, or the creator may request that the check be forwarded to KYTC for distribution.

If a vendor's permanent record requires the issuance of paper checks, payment to the vendor cannot be changed to create an EFT payment. Any vendor wishing to change from paper checks to EFTs must make contact with the Finance and Administration Cabinet to update their permanent vendor profile files.

Employees picking up checks for vendors from the Division of Accounts must sign for the checks and may be required to show a form of identification. If a representative of a vendor is picking up a check, this person, if unknown to KYTC personnel, will be required to present an authorization letter on company letterhead.

**PAPER CHECK
PROCEDURES**

Paper checks are either mailed from the Treasury Department or returned to the agency for distribution. There are three check categories in eMARS:

- STM—Mailed from the Treasury Department
- SAM—Returned to the agency (sealed)
- UAM—Returned to the agency (unsealed)

STM is the preferred check category, for its use results in a more efficient and economical method of mailing checks. SAM or UAM is used only if it is absolutely necessary for the check to be returned to the unit which originated the eMARS transaction.

PAPER CHECK

PROCEDURES (CONT.) Divisions, offices, and districts that use SAM or UAM categories must ensure there is proper segregation of duties. Employees who create payable transactions must not be the employees who take possession of vendor checks.

When a payment is processed and the check is to be returned to KYTC, the pay document is to be taken to the check distribution desk in the Central File/Control Section of the Division of Accounts. This notifies the appropriate personnel that a check will be coming from the Treasury Department.

**ELECTRONIC
FUND TRANSFER
PROCEDURES**

For a payment to be issued by EFT, the vendor's record must be established with the following bank information:


- Bank routing number
- Bank account number

When a payment is created using a vendor record that has been established as EFT eligible, the system automatically marks it to issue a single check (EFT payment). When the payment is released, the EFT transfer should post to the vendor's bank account within two working days.

If a vendor's record is defaulted to EFT but for some reason a paper check is desired, the payment can be changed. To do so the following fields must read:

- Check category = STM, SAM, or UAM
- EFT indicator = no




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Post-Audit Review</p>

POLICY KYTC has delegated the final approval for certain payments to the twelve district offices. The pre-audit review is completed within the area applying final approval. To ensure compliance with the delegation, the Division of Accounts or the Internal Audit Branch conducts a post-audit review, which may be completed by reviewing every document or by selecting a sample, whichever is deemed necessary.

PROCEDURES When performing a post-audit review, the Division of Accounts or the Internal Audit Branch ensures that:

- Payment does not exceed the dollar limit established in [ACC-603, "Stand-Alone PRC Payments"](#)
- Vendor and amount on payment match backup documentation
- Cited authority is correctly stated according to [ACC-603](#)
- Payment is for small purchase, utility bill, or one of the other items listed in [ACC-603](#)
- Backup documentation (vendor's invoice) is original or certified to be original
- Kentucky sales tax is not being paid
- Federal excise tax (communications tax, three percent) is not being paid on a telephone bill
- Vendor shown on pay document matches vendor reflected in the accounting system
- Amount shown on pay document matches amount reflected in the accounting system



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Section</i></p> <p style="text-align: center;">PRE-AUDIT REVIEW</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Monthly Utility Bills</p>

PAYMENTS

Payments for monthly utility bills are authorized by the Finance and Administration Cabinet (FAC) Code [FAP 111-08-00-01](#). These are payments for monthly utility services such as telephones, cellular phones, electricity, water, gas, and garbage pickup. These payments are not limited to a dollar amount.

All utilities are to be paid using a Pro-Card unless the utility does not accept Pro-Cards or there has been an exception granted by the Division of Accounts. Districts, divisions, or offices needing dedicated, high-limit utility Pro-Cards should send an appropriate request to the KYTC Pro-Card Program Administration in the Division of Accounts. If a utility company does not accept credit card payments or if a utility company assesses excessive fees for credit card transactions, payments must be processed through eMARS using General Accounting Expenditure (GAX) transactions.

Final review and approval of utility payments have been delegated to the 12 district offices. Utility payments processed within the Central Office are given final review and approval by the Division of Accounts.

All GAX utility transactions along with supporting documentation must be forwarded to the Division of Accounts Pre-Audit Branch for post- or pre-audit review and retention.

SUPPORTING DOCUMENTATION


When a utility payment is submitted for payment, the approver must ensure that sufficient supporting documentation is present and examined before final approval is applied. Such documentation must verify:

- Service has been received
- Invoice is mathematically correct
- Invoice remit-to address agrees with eMARS payee address
- eMARS transaction amount equals vendor's invoice
- Kentucky sales tax is not being paid

**SUPPORTING
DOCUMENTATION
(CONT.)**

- Federal excise tax (communications tax, three percent) is not being paid on telephone bills
- Previously paid amount is not included in current utility bill
- Timely payment is being made to avoid penalties
- Service is necessary and non personal in nature
- Correct object and fund codes are being used in eMARS



 <p style="text-align: center; font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Section</i></p> <p style="text-align: center;">PRE-AUDIT REVIEW</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Consultant Pay Estimates</p>

**SUBMISSION
FORMS**

The estimate invoice form used for the processing of consultant pay estimates for engineering services is the TC 61-408 form, *Engineering and Engineering-Related Services Pay Estimate* ([ACC-9022](#)).

**FORM
COMPLETION**

Consultants are responsible for completing the estimate invoice forms and must submit the completed estimate form to the project manager via email. Email messages containing estimate forms must be styled as follows:

- Subject line must contain:
 - ◆ Contract or Master Agreement number
 - ◆ Estimate number followed by P or F to indicate the type of estimate
 - ◆ Item number (if applicable)
 - ◆ Letter of Agreement number

Examples: C-06122319, Est.12P/1-364.00 LA #3
 PON2 0600001470, Est.12P/1*364.00 LA #3

- E-mail body must contain:
 - ◆ Name of the firm
 - ◆ Name and email address of person submitting the estimate

**PROCESSING BY
PROJECT MANAGER**

Upon receipt, the project manager must open the estimate file and review the estimate invoice to ensure that it adheres to the contract. The project manager must also review mathematical calculations.

It is imperative for project managers to ensure there is sufficient funding before submitting the estimate for payment.

In eMARS, project managers can verify available program budgets by accessing the BQ39LV1 Table. The manager must also verify the validity of the accounting information contained in the estimate.

**ESTIMATE
ERRORS**

Any estimates containing errors must be returned to the consultant for correction. **KYTC staff is forbidden from changing any consultant pay estimate.** Using the forward command, the estimate must be returned to the consultant by email. The email subject line should contain the same information as demonstrated above. If a PRC has been entered in eMARS, the PRC number should be included.

The rejection email should contain a complete, detailed explanation as to why the rejection has occurred and what the consultant must do to rectify the errors.

**PROCESSING
CONSULTANT
PAY ESTIMATES**

Consultant pay estimates are processed through eMARS using a PRC transaction. The transaction creator must use the subject-line information as the invoice number in the PRC commodity section.

Creators should notify the consultant, via email, that the estimate has been processed in eMARS and provide the consultant with the PRC transaction number.

**APPROVING
CONSULTANT
PAY ESTIMATES**

Once the PRC has been validated and submitted into the eMARS system, the creator must provide the first approver with a copy of the eMARS PRC header page and supporting documentation for the estimate.

The first approver must review the pertinent documentation before applying approval.


After the first approval is applied, the Payment Packet including the Payment Estimate, Personal Service Contract Invoice Form, and email string containing the consultant estimate and project manager approval, must be submitted through AgilePoint's Accounts Payable process for final approval.

**FINAL CONSULTANT
PAY ESTIMATES**

All final contract estimates must be submitted in hard copy, contain the consultant's signature, and be processed by the Division of Program Performance. The project manager is responsible for evaluating the consultant's work and then forwarding the necessary documentation to the Division of Program Performance.

All final estimates established by a Master Agreement are to be submitted using AgilePoint's Accounts Payable process.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Stale-Dated Checks</p>

STALE-DATED CHECKS


Checks issued by the Commonwealth that are not cashed within one year from the date of issuance are deemed stale-dated and nonnegotiable.

REISSUANCE FEE

In accordance with [KRS 41.370](#), a reissuance fee of \$25 is required for each check submitted for reissuance.

All requests for reissuance of stale-dated checks must be forwarded to Accounts for processing. Employees who handle checks as agents for the KYTC must contact the Division of Accounts for arrangements involve checks being held for a period of longer than one year.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS PAYABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Local Public Agency (LPA) Reimbursement</p>

OVERVIEW

All federal-aid transportation programs administered by the Transportation Cabinet operate on a reimbursement basis. After completing the necessary steps and receiving the appropriate approvals, the LPA pays project expenses up front and then submits a request for reimbursement to the Cabinet. The request should be made using the form or format provided by the administering office. Requests for reimbursement should be made on a periodic basis, usually monthly. The administering office processes reimbursements, enters payment information into eMARS, and forwards supporting documentation to the Cabinet's Division of Accounts.


After review and approval, the Cabinet will reimburse the LPA at the agreed upon federal share for properly documented, eligible, and authorized project costs. Reimbursements may take up to 30 business days before payment is received.

PAYMENTS

Per section 18.21(c) of the CFR 49, an LPA may be paid in advance provided they "minimize the time elapsing between the transfer of funds and disbursement" to the vendor. To maintain this accountability, the procedure for payment is as follows:

- The LPA shall submit to the Cabinet a standard invoice as proof the vendor provided services or commodities.
- The Cabinet will then send advance payment to the LPA, which shall pay the vendor immediately.
- Within 15 business days, the LPA shall send to the administering office a copy of a cancelled check (or electronic funds transfer confirmation) proving payment was made to the vendor.
- The administering office will then route this proof of payment to the Division of Accounts, Pre-Audit Branch Manager, who will track these payments.
- The Pre-Audit Branch Manager will follow up accordingly with the administering office if proof is not provided.
- Subsequent payments to the LPA will be held until proof of payment is provided as noted above.
- Reimbursement shall be the preferred method of payment when the above requirements are not met.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Overview</p>

**GENERAL
INFORMATION**


The federal billing process component of the project billing subsystem is used by KYTC to bill the United States Department of Transportation, Federal Highway Administration (FHWA) for the federal share of authorized programs.

eMARS calculates the amount of funds needed to reimburse KYTC for expenditures incurred against the programs. The reimbursement billing is electronically transmitted to FHWA. The reimbursement is structured to comply with provisions of the [Cash Management Improvement Act Agreement](#) with the United States Treasury Department.

The primary duty of the Division of Accounts' Program Billing Branch is the preparation of weekly billings submitted to the FHWA for the federal share of costs of improvements or highway construction on the Federal Highway Systems. These bills also include enhancement and off-system programs and federal programs awarded to other state agencies (such as the Governor's Office for Local Development). The billings represent expenditures that are determined to be eligible for federal-aid participation.

The billings are prepared in accordance with the Memorandum of Understanding between KYTC and FHWA. The Federal Aid Billing Program was adopted April 26, 1962, amended on November 20, 1987, and amended again in 2000. All regulations governing the billing procedures are established in [Title 23 and issued under the Code of Federal Regulations \(CFR\)](#).



 <p style="text-align: center; font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Establishing a Federal Highway Program</p>

FEDERAL AUTHORIZATION

Before federal funds may be used on any Six-Year Highway Plan program, KYTC must request authorization from the Federal Highway Administration (FHWA). The KYTC Division of Program Management requests this federal authorization through the submission of federal form FPA-1, *Federal-Aid Program Data* (ACC-9016) to the FHWA Frankfort office.

If authorization is granted, FHWA signs the FPA-1 and returns it to the Division of Program Management. The form serves as both the federal spending authorization and a program agreement between FHWA and KYTC.

HIGHWAY DESIGN PHASE

Upon approval, the Division of Program Management establishes an eMARS program table that serves as a unique accounting strip that will be used throughout the life of the program to identify all expenditures and revenues associated with the program.

The Division of Program Management submits a copy of the signed FPA-1 to the KYTC Division of Highway Design.

A copy of the approved FPA-1 form must be submitted to the Division of Accounts' Program Billing Branch. The Program Billing Branch prepares the eMARS profiles and BGPDR Program Period Reimbursable documents, which establish the funding sources, the project participation percentages, and the award amounts.

RIGHT OF WAY & UTILITY RELOCATION PHASE

The Division of Right of Way and Utilities prepares a *Request for Funding Authorization* and submits the original to the Division of Program Management and a copy to the Program Billing Branch for future reference.

The Division of Program Management prepares a FPA-1 form and submits it to FHWA. If approved by FHWA, this document becomes the federal authorization and program agreement.

The Division of Program Management establishes the eMARS program table.

**RIGHT OF WAY &
UTILITY RELOCATION
PHASE (CONT.)**

The approved FPA-1 and a copy of the *Request for Funding Authorization* are submitted to the Program Billing Branch. The Program Billing Branch then prepares the eMARS profiles and BGPDR document, participation percentages, and award amounts.

**CONSTRUCTION
PHASE**


The construction phase is programmed and authorized by FHWA, usually 6 weeks in advance of the bid lettings. The Division of Program Management prepares a FPA-1 document and submits it to FHWA for approval. Upon receiving approval, the eMARS program table is established and submitted to the Division of Construction Procurement for entry into the Kentucky Trns*Port Accounting Gateway (KYTAG).

After the letting and awarding of a construction contract, an official order signed by the KYTC Secretary is issued awarding programs. The Division of Contract Procurement assigns a number identifier to the contract. Copies of the official order and the contract number are forwarded to the Federal Billing Branch.

A detailed *Contractor Pay Estimate* for federal programs is submitted to the Federal Billing Branch for review.

After it is reviewed and all corrections are made, the estimate is released to the Pre-Audit Branch of the Division of Accounts for review. Upon approval by the Pre-Audit Branch, the KYTAG interface is uploaded to eMARS and payments are generated.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Establishing Program Agreements</p>

NOTE: Both the term *program* (eMARS usage) and the term *project* (Federal Highway Administration usage) refer to the same type of activity. Herein the term *program* refers to all KYTC activities that flow through eMARS; the term *project* refers to the actual partnership agreement between KYTC and FHWA for a transportation program.

FEDERAL PROJECT AGREEMENTS

Federal project agreements are legal instruments between a state and the federal government, wherein the state highway agency agrees to undertake and complete a federal aid highway program. Usually the state is required to underwrite all program expenditures.

The Federal Highway Administration (FHWA) agrees to reimburse the state for the federal share of work performed on the program under conditions specified in the form FPA-1, *Federal-Aid Project Agreement (ACC-9018)*.

FHWA and the state agree to comply with the project agreement provisions by reference, using the form FPA-1 for authorization and project agreement for all phases of work.

MODIFICATIONS

Modification of Federal-Aid Project Agreement form, FPA-2A ([ACC-9019](#)), must be used to make any changes to the original project agreement regarding:

- Scope of work
- Anticipated decrease or increase in costs
- The federal share exceeding the agreed federal amount

PRELIMINARY ENGINEERING CHARGES

Usually all phases of preliminary engineering through design and preparation of plans are requested at the same time. When authorization is approved, the program is established.

**PRELIMINARY
ENGINEERING
CHARGES (CONT.)**

When preliminary engineering is performed by consultants, the agreement between the consultant and KYTC on Interstate projects, National Highway System projects, and bridges over the Ohio River must be approved by FHWA before it is eligible for federal participation.

All charges processed for work incurred prior to the date of FHWA approval are not reimbursable from FHWA and therefore must be funded through the state's Road Fund.

**PRELIMINARY
RIGHT-OF-WAY
CHARGES**

Preliminary expenses incurred for the preparation of right-of-way estimates of costs for acquisitions, relocations, filing fees, deeds, etc. may be charged to the preliminary engineering phase of work. Upon receipt of FHWA authorization, the Division of Right of Way and Utilities may proceed with phases of work referenced by the FPA-1. The phase approved may be preliminary, acquisition, relocation assistance, or any other combination of the proceeding.

**COST INCURRED
IN RELOCATION
OF UTILITIES**

The Utilities Branch requests authorization from FHWA for the preliminary work related to the preparation of cost estimates for relocation of utilities. KYTC enters into agreements with individual utility companies that detail the scope of work to be performed and associated fees for the relocations.

PROGRAM FUNDING

The BGPDR eMARS document establishes the budget for each program and updates the *Reimbursable Grant: Funding Line Table* (BQ39).

The status of each program's fund sources is available daily. Expenditures, encumbrances (unpaid balances of contracts), accrued expenses, unobligated funds, and cash balances are provided.

Bookkeepers, project managers, and accountants must use this information for program activity and balances. The ease of data review, the timeliness of the information, and the detail greatly enhance the user's ability to make sound program funding decisions.


**UNOBLIGATED
BALANCES**

Before contracts or modifications are approved, verification must be made of available funding. The BQ39 UNOBLIGATED must be a positive number to successfully process contracts or modifications. Whenever the unobligated balance is insufficient, the program manager must take action to reevaluate the program funding. The program manager must contact the Division of Program Management and request adequate additional funding to complete the program.

**ACCRUED
EXPENDITURES**

When a pay document is processed and approved in eMARS, an EFT or check will be issued unless funding is unavailable for the referenced program. In instances where funding is unavailable, the pay document will generate an entry on the eMARS *Exception Report*. The *Exception Report* is created by the Finance and Administration Cabinet to reflect any processed documents that did not issue payment. This report is updated daily after the completion of the nightly cycle. Once the program is modified or funding is provided, a check will be issued.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Establishing Program Files</p>


ESTABLISHING PROGRAM FILES

For each program in which KYTC participates, individual files are maintained by the Division of Accounts Central Files Section.

The program files are placed in numerical sequence. Individual folders contain correspondence, federal-aid documents, change orders, contractor pay estimates, and type of work performed on the program.

Files must contain enough data to ensure, even with the passage of time, that an independent third party can comprehend the program's history and details.



 <p style="text-align: center; font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Concurrent Billing & Audit</p>

CONCURRENT BILLING

Each night eMARS extracts program-related expenditures and revenues for federal programs from the daily general ledger. The extraction splits, or separates, the expenditures and revenues according to the share percentages associated with the federal and state project participation agreement. This front-end split allows costs to be assigned at the time they are processed in the nightly cycle.

FEDERAL BILLING DETAIL REPORT

The FHWA *Billing Detail Report* contains all charges to federal programs for the period. The charges are arranged by:

- eMARS program number
- Federal program number

Each charge in the listing contains the following information:

Department	Program
Transaction ID	Federal Prefix
Object Code	Federal Route & Station
Object Name	Program Provider
Activity	Work Description
Activity Name	Appropriation Total
Funding Profile	Program Total
Dollar Amount	

FEDERAL BILLING

The Program Billing Branch prepares a weekly billing for submission to the Federal Highway Administration (FHWA) to recover the federal share of expenditures incurred and paid by KYTC. The billing, which is electronically transmitted to the Federal PR-20 Warehouse and Electronic Progress Voucher System, is created from the Reimbursement History Cycle in eMARS.

The billing requires an electronic signature, which is applied by the Division of Accounts Director or Assistant Director.

**FEDERAL BILLING
(CONT.)**

Reimbursement is transmitted electronically to Farmers Bank and Capital Trust Company of Frankfort. The expected reimbursement date is determined by the Finance and Administration Cabinet in accordance with the Cash Management Improvement Act of 1990 agreement between the Commonwealth of Kentucky Secretary of the Treasury and the United States Department of the Treasury.

**FHWA CITATIONS
FORM PR-1367**

FHWA notifies KYTC when expenditures on a federal-aid program are declared ineligible for participation. FHWA presents KYTC with a PR-1367 form. KYTC is required to take immediate action to resolve the matter.


If KYTC rejects the FHWA ineligibility citation, a rebuttal is created by the KYTC division that incurred the questioned expenses. The rebuttal is submitted to FHWA with a copy to the Division of Accounts Program Billing Branch.

If KYTC agrees with the ineligibility citation, a memorandum to this effect is submitted to the Program Billing Branch. Copies of all documents relative to nonparticipating items are also sent to the Program Billing Branch. FHWA is reimbursed for any ineligible expenditure for which it has paid KYTC.

**RECONCILIATION
OF EXPENDITURES**

A reconciliation of expenditures on federal projects is prepared at the time of submission of the weekly billing to FHWA. The *Federal Billing Detail* is comprised of data from eMARS and reported on the R010 Report - *Daily Budget Balance*. The Program Billing Branch prepares this reconciliation, which is retained in the Program Billing Branch files.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Closing Federal Programs</p>

**PROGRAM
COMPLETION
NOTICE**

When a federal program is physically complete, the unit responsible for overseeing this phase of work must initiate and issue a *Completion Notification Letter* to the Division of Accounts.

FHWA full-oversight projects:

- All Design, Right of Way, Utility, and Construction programs require FHWA final acceptance. The appropriate division submits a completion letter to the FHWA project delivery team (PDT) and a copy to the Program Billing Branch.
- Completion of final inspections and associated reports for construction programs will be coordinated by the KYTC Division of Construction (DOC) and FHWA PDT. The DOC will submit a copy of the completed formal acceptance report to the FHWA PDT to allow the federal closeout review to commence. The DOC will also complete the final estimate and final release documents and submit these to the FHWA PDT under cover letter requesting FHWA formal acceptance. The FHWA PDT will typically issue the formal acceptance report (Form FHWA 1446B), contingent upon the contractor's acceptance of the final estimate and final release, within 14 days of this request. The DOC must submit a copy of the FHWA 1446B to the KYTC Division of Accounts concurrently with the final estimate and final release. The KYTC Division of Accounts must include a copy of the FHWA 1446B with the final voucher submittal to the FHWA financial management team (FMT) to close the federal-aid project in FMIS.

State-administered projects:

Federal-aid projects that are not FHWA full oversight are state-administered under federal and state requirements. KYTC Division of Accounts must include a copy of the KYTC Division of Construction formal acceptance report with the final voucher submittal to the FHWA financial management team.

FINAL VOUCHER Upon receipt of a completion notification letter from the division certifying that a federal program is complete, the Program Billing Branch ensures:

- All final invoices are received and paid
- All eligible costs have been collected from FHWA
- All citations and ineligible items are resolved
- All documentation has been provided


The Program Billing Branch prepares a PR-20 form, *Voucher for Work Performed Under Provisions of the Federal Aid and Federal Highway Acts, as amended (ACC-9021)*, and submits to it the FHWA for approval of the federal portion of the completed programs' costs.

**FHWA NOTICE
OF FINAL ACTION**

The Program Billing Branch submits a closure notice to the applicable division and to Central Files Section.

The Program Billing Branch also closes the program in eMARS.




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p>FEDERAL-AID BILLING PROCEDURES</p>
	<p><i>Subject</i></p> <p>Statement of Charges for Services by State or Other Governmental Agencies</p>

STATEMENT OF CHARGES

Other state governments and governmental agencies are encouraged to use the TC 31-3 form, *Statement of Charges* ([ACC-9024](#)), to invoice KYTC for federal-aid services performed primarily related to construction, design, and right-of-way functions.

The TC 31-3 form represents the backup documentation for the processing of payments to other state governments and governmental agencies through eMARS.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">INTERNAL CONTROLS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Overview</p>

**INTERNAL
CONTROLS**

Internal controls are methods and procedures used to safeguard assets and other resources and to ensure that those assets and resources are used as intended by statutes, regulations, policies, and management.

Proper internal controls safeguard resources, assure accuracy, enhance efficiency, and assist in procedural adherence.


**RESPONSIBILITY
FOR INTERNAL
CONTROLS**

Management is responsible for safekeeping taxpayer resources. An adequate system of internal controls is necessary to fulfill this responsibility.

Management must establish a control system, auditors must test and evaluate the system, and, most important, employees must actively adhere to the system.

Employees are encouraged to alert management to identified weaknesses, deviations from set procedures, and violations of policy and laws.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">INTERNAL CONTROLS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Types of Internal Controls</p>

**ACCOUNTING
CONTROLS**

Accounting controls are established to ensure assets are safe and financial reporting is accurate and reliable. Types of accounting internal controls include multiple approval requirements, audit procedures, separation of duties, and compensating controls.

**ADMINISTRATIVE
CONTROLS**

Administrative controls are the plans and requirements of the organization which dictate what policies and procedures are needed to achieve the organization's purpose. Types of administrative controls include statutes, regulations, contracts, and agreements.

**DETECTIVE
CONTROLS**

Detective controls are designed to find errors or irregularities that may have occurred. Detective controls include:

- Internal auditing
- Spot-checking records and transactions
- Anomaly analysis, such as budget-to-actual comparisons
- Physical inventories

**CORRECTIVE
CONTROLS**


Corrective controls are designed to correct errors that have been detected. In the eMARS system-specific transactions are used to make correcting entries. Corrections must be made in such a manner as to produce a clear and understandable audit trail.

**PREVENTIVE
CONTROLS**

Preventive controls are designed to prevent error, fraud, or irregularities from occurring. Such preventive controls include:

- Separation of duties
- Multiple approval levels requirement
- Adequate supporting documentation
- Physical security over negotiable instruments and cash
- Adequate security over IT systems and processing programs



 <i>ACCOUNTS</i>	<i>Chapter</i> INTERNAL CONTROLS
	<i>Subject</i> Limitations


LIMITATIONS

It is impossible for any internal control structure to totally prevent accounting errors or defalcation. Good internal controls do, however, minimize risk and enhance accuracy.

Internal controls are put in jeopardy when bad decisions are made or when employees perhaps misunderstand instructions. New operating systems increase risk, as does system complexity.

Most internal controls can be circumvented when collusion occurs among employees. Cooperation among employees intent on defrauding the organization can create situations which are not readily recognized by the control system.




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">INTERNAL CONTROLS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Objectives</p>

**DESIRED
OBJECTIVES**

Internal controls must be set so as to achieve desired objectives. Such objectives must be measurable or observable. The most effective internal control structures properly address the following objectives:

- **Authorization**—All transactions must be approved by select designated personnel.
- **Completeness**—All valid transactions must be processed.
- **Accuracy**—Transactions must be mathematically correct and processed in the time required by transaction-specific procedures.
- **Validity**—Transactions must reflect the events that took place, ensure lawfulness, and be processed according to policies and procedures.
- **Security**—Assets and processing systems are controlled and restricted by and to authorized personnel.
- **Error Handling**—All detected errors should receive prompt corrective action and should be reported to appropriate levels of management.
- **Segregation of Duties**—Duties are assigned to individuals in a manner which ensures that no one individual can control both the creation and approval of any transaction.

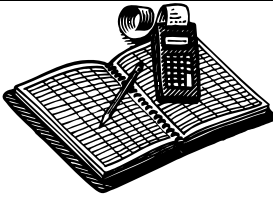


 <i>ACCOUNTS</i>	<i>Chapter</i> INTERNAL CONTROLS
	<i>Subject</i> Theft or Misuse of Resources

**REPORTING
IRREGULARITIES**

An employee who has knowledge of suspected or actual theft or misuse of agency resources must promptly report such matters to their superior, office head, the KYTC Inspector General, or the Secretary of KYTC.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">PROGRAM ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Overview</p>

GENERAL POLICY All expenditure transactions recorded in eMARS must indicate a valid program number and must be chargeable to a program.

RESPONSIBILITY Offices, districts, and divisions must ensure that accounting transactions are recorded to accurate program identifiers. Transactions coded to programs accumulate in eMARS and result in billings to FHWA for the federal portion of expenditures charged to each program number.

ELIGIBLE COSTS Costs charged to programs must be directly related to the accomplishment of the program. Commodities and supplies may be charged to a program only if the purchases will be totally consumed by the program.

EXAMPLE: Aggregates used on a program are an acceptable charge. However, the cost of hand tools that can be used on several programs cannot be charged directly to a single program.

SALARY COSTS Salary costs may be charged to a program number when such costs are related to the accomplishment of the program.

All payroll charges made to programs must reflect actual hours worked on the program, except when it is deemed impracticable to apply actual hours because work was performed on several programs. Charges may be made on an hourly, half-day, or full-day basis to programs. Due to payroll system limitations, time cannot be charged to more than four (4) programs in any given workday.

Total time charged to a program may not exceed the total hours worked on programs.

MANAGEMENT SALARIES Salaries of management personnel, such as division directors, as a rule may not be charged to programs. Management personnel work on various programs and do not concentrate on any one program. However, sometimes management personnel work directly toward the accomplishment of a program, and the cost of that work may legitimately be charged to the program. Any questions regarding allowability of management salaries should be discussed with the Federal Billing Branch.

**ADMINISTRATION
EXPENSES**

Administration expenses related to salaries cannot be charged to a program. These costs must be charged to the organizational unit to which the employee is assigned.

TRAVEL EXPENSES

All travel expenses incurred by authorized personnel and related to programs may be charged to the program. All travel expenses must be recorded daily and must correspond with the daily time roster. If it is deemed impracticable to apply actual travel expenses because work was performed on multiple programs, then travel expenses must be treated as indirect expenses.

**OVERHEAD
EXPENSES**

Overhead expenses associated with a specific program, such as office rentals and utilities for engineers and right-of-way personnel, can be charged to the program as indirect costs.

All requisitions for rentals of resident engineer offices must be encumbered in the administration program (FJ02) for the district where the work is occurring.

All material and supplies attributed to one program should be charged to that program's number. Items used, or that can be used, on multiple programs must be charged as overhead.


**EQUIPMENT
RENTAL**

KYTC maintains lease agreements with the Finance and Administration Cabinet's Division of Fleet Management and KYTC's Division of Equipment to supply KYTC offices/divisions/districts (work units) with vehicles and equipment (equipment) as needed.

Work units shall report the mile or hour usage of all equipment on the daily sign-in sheet, documenting the employee who used the equipment. If equipment is assigned to a work unit that reports work activities through the Operations Management System (OMS), OMS will be used to capture and record the vehicle usage. All other usage is entered into the Kentucky Human Resource Information System (KHRIS) when work time associated with the equipment usage is entered. This appropriately distributes the cost of the equipment from a work unit's lease owner or overhead to the applicable project or other benefitting activity.

Note: When assigning time to equipment in KHRIS, the entries are restricted to non-OMS-assigned equipment that is supplied from OMS to KHRIS by the valid equipment inventory data list that is updated daily from OMS to KHRIS.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">PROGRAM ACCOUNTING</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Program Accounting</p>


PROGRAM ACCOUNTING

All state-financed programs, federal-aid programs, bond-financed programs, and rural secondary programs are controlled by the assigned program number.

PROJECT AUTHORIZATION

A TC 10-1 form, *Project Authorization* ([ACC-9025](#)), is an electronically generated document which describes a specific area of work to be accomplished. The authorization requires written approval from the KYTC Secretary or designee. The authorization also references specific funding.



	<p><i>Chapter</i></p> <p>PROGRAM ACCOUNTING</p>
	<p><i>Subject</i></p> <p>Highway Construction & Preconstruction</p>

PROGRAMS FUNDED ENTIRELY WITH STATE FUNDS

Programs normally funded with 100 percent road funds include the state-funded portion of the Six-Year Plan, Statewide Resurfacing, and programs funded through the Contingency Projects Account. Occasionally funding may also be provided by local governments or other parties outside KYTC.

Funding for these programs comes from Road Fund revenues, which include motor fuel taxes, driver licenses fees, registration fees, and motor vehicle usage taxes.

Expenditures for these programs include work performed by state forces or contracts relative to planning, design, right-of-way acquisition, utility relocation, and construction phases.

State-financed programs are authorized through the Project Authorization System (PAS) as approved by the KYTC Secretary. The authorization process establishes the project scope, funding, and authorized appending limits.

PROGRAMS FUNDED WITH BONDS

The sale of revenue bonds by the Turnpike Authority of Kentucky provides funding for the bond-financed programs known as Economical Development Programs.

Bond-financed programs are authorized with the approval of the KYTC Secretary. This authorization process establishes the program's scope, funding, and spending limits. A program's scope may include all expenses associated with design, right-of-way acquisitions, utility relocation, construction, and applicable engineering.

RURAL SECONDARY CONSTRUCTION PROGRAMS

Funding for the rural secondary construction program is obtained from a portion of the motor fuel taxes which are statutorily dedicated for use on the rural secondary road system. These funds are split on an annual basis between the rural secondary construction and maintenance programs. Expenditures for these programs include design, right-of-way, utility relocation, engineering, and construction.

**RURAL SECONDARY
CONSTRUCTION
PROGRAMS (CONT.)**

Prior to the beginning of each fiscal year, the Office of Rural and Secondary Roads prepares a rural secondary program plan for each county for the upcoming fiscal year. These programs, which establish funding priorities, require written approvals of the KYTC Secretary.

During the year, rural secondary construction programs are individually established and require approval of the Executive Director of the Office of Rural and Secondary Roads. The authorization clearly defines the program scope, funding, and authorized spending limits.

**FEDERAL HIGHWAY
ADMINISTRATION
PROGRAMS**

Programs in which the Federal Highway Administration participates receive funds allocated from the Federal Highway Trust Fund. Typically this relationship involves a match with state funds. On occasion federal funds are matched with additional funding from other states or local government entities.

Allowable FHWA program costs include expenditures associated with work performed by state workers or workers under contract with the state for activities such as planning, surveys, inspections, design, right-of-way acquisitions, utility relocations, and construction.

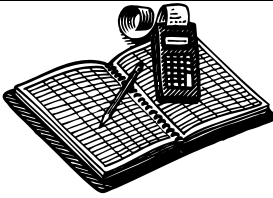
The Federal Office of Management and Budget allowable cost determination is detailed in its circular A-87, *Cost Principles of State, Local, and Indian Tribal Governments* and the *Code of Federal Regulations Title 23*. All KYTC entities and sub-recipients must be familiar with the conditions set forth in these guidelines. For the most part, costs in which FHWA participates must be directly related to the program to which they are charged. As a rule, overhead expenses and administrative costs are ineligible and must not be charged to FHWA programs.

**FHWA PROGRAM
IDENTIFIERS**

Each FHWA program is assigned a unique identifier that is located in the federal program number field within the eMARS program table. This identifier is assigned to each transaction based upon an association between the identifier and the program number. The identifier is used as a cost center for the program within the federal billing system and serves as a control feature for the various edits performed on costs charged to FHWA programs.

Receipts of federal funds must be coded to the proper grant.



 <h1 style="font-family: cursive;">ACCOUNTS</h1>	<i>Chapter</i> PROGRAM ACCOUNTING
	<i>Subject</i> Maintenance & Traffic Programs

MAINTENANCE & TRAFFIC PROGRAMS OVERSIGHT

Maintenance programs that are state funded are overseen by the applicable districts. Rural secondary maintenance programs are the responsibility of the applicable counties.

MAINTENANCE & TRAFFIC PROGRAMS

Funding for maintenance and traffic programs is provided from the Road Fund as allocated through the budget process. The cost associated with road maintenance and traffic control devices on behalf of local governments and other external parties must be charged to the Agency Fund.

Road maintenance and traffic control devices programs perform ongoing maintenance of roads, including surface repair, shoulder grading, litter cleanup, vegetation control, mowing, drainage, traffic signals, road striping, and repair of damages caused by natural disasters.

Maintenance and traffic funds are allotted through district and central office location identifiers. All applicable transactions must reflect the proper location identifier.

These programs have unique activity codes which indicate the specific type of work being performed. Valid activity codes can be obtained at: <http://dot/webpages/policybud/eMARsUserGuide/emars.asp>.


BRIDGE MAINTENANCE & REPAIR PROGRAM

The funding associated with this program is to be used for contract bridge maintenance, state forces bridge repair, and supervision of bridge construction contracts. Funds are allotted for these contracts within Program FE02, Central Office, and Major Object 7. Funds for supervision of construction are by district, Program FE02, and Major Objects 1-2-3-8. All bridge program expenditures must be charged to the correct bridge program number.

**RURAL SECONDARY
MAINTENANCE**

Rural Secondary Maintenance Programs are funded by statutorily dedicated motor fuel taxes. These funds are distributed on an annual basis to the Rural Secondary Construction Program, the Rural Secondary Maintenance Program, the Rural Secondary Emergency Program, and the Rural Secondary Administrative Budget.




 <i>ACCOUNTS</i>	<i>Chapter</i> PROGRAM ACCOUNTING
	<i>Subject</i> Planning

**PLANNING PROGRAM
ACCOUNTING**

Program charges made to planning programs must be in accordance with the KYTC SPR_PL: Statewide Planning and Research - Planning Program as approved by the KYTC Division of Planning.




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p>PROGRAM ACCOUNTING</p>
	<p><i>Subject</i></p> <p>Subrecipient Monitoring</p>

**OBJECT CODE
REQUIREMENTS**

To assist in reporting payment activities made during the year for SEFA reporting, project managers shall ensure that all contracts and associated payments made to local public agencies (LPAs) and other subrecipients include department object SEF6 in the fund accounting section.

The *General Administration and Personnel Manual* provides more information on required subrecipient monitoring activities ([GAP-1105](#), "Monitoring Subrecipients of Federal Awards").



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS RECEIVABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Miscellaneous Commodities & Services</p>

**MISCELLANEOUS
COMMODITIES
& SERVICES**

KYTC sells many commodities and services to private companies, individuals, and other state agencies. These include but are not limited to:

- Specification and procedures manuals
- Bid proposals
- Project plans
- Maps
- Photography technical services


Districts and divisions that conduct such transactions shall provide the Division of Accounts with the following information:

- Name, address, phone number of purchasing entity
- Name, address, phone number of key individual contact
- Items to be billed with specific categories, price per unit, quantity per unit
- Date purchased
- Accounting string for deposit of receipts

Upon receiving billing details from the district or division that provided the commodity or service, Accounts prepares an invoice for the amount due KYTC. The invoice directs the buyer to make payments payable to the Kentucky State Treasurer and to transmit them to Accounts for deposit.

The Division of Accounts will receipt and deposit all payments.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS RECEIVABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Preconstruction & Construction</p>

**THIRD-PARTIES
CONTRACTS**

Obligations to KYTC often arise where it is deemed to be in public interest to include in highway construction contracts certain items of work for the primary use or benefit of third parties such as local governments, utility companies, and state agencies.

**PROGRAM
REIMBURSEMENT**

If it is known that a third party will be reimbursing KYTC for some portion of the project cost at that time a TC 10-1 form, *Project Authorization (ACC-9025)*, is prepared, indicate the receivable in the remarks section.

**CODING
RECEIVABLES**

The TC 10-1 form will denote such participation as Fund 13** – Agency Fund. Projects without TC 10-1 forms will also be established as Fund 13** but will be designated as Task Orders (see [ACC-1101](#), “*Task Orders*”).

**NOTIFICATION
RESPONSIBILITIES**

Each office head, division director, or district executive director, or deputy executive director is responsible for finalizing the details of any agreement or contract whereby KYTC is to be reimbursed or paid. The Division of Accounts Director shall receive, in writing, notification of such arrangements along with a signed copy of any such contract agreement.

Any person having knowledge of a statutory obligation to the Cabinet, even though such obligation may not be the subject of a written contract or agreement, shall provide written notification to the Division of Accounts Director.

COLLECTION

The Division of Accounts maintains a file of third-party transactions and is responsible for billing, collecting, and proper crediting procedures.

Notification to the Division of Accounts Director is of the utmost importance in the collection of accounts receivable. This notification shall include adequate data and sufficient explanation to ensure that the receivable calculation is accurate.


Accounts staff prepares monthly reports reconciling Fund 13** charges to cash totals. These reports are reviewed by Accounts management, and invoices are submitted to the third party for collection.

PARTICIPATION

WITH OTHER STATES It is not uncommon for KYTC to work jointly with other states on highway projects. Most often these joint ventures relate to bridge construction or maintenance and may involve complicated funding agreements using federal highway funds.

Forward to the Division of Accounts all agreements, contracts, and other correspondence relating to any program of this nature. Documents should be fully executed and dated. Establish funds as Fund 13** – Agency Fund. The Division of Accounts bills the other states for their shares of program costs in accordance with the agreement or contract.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTS RECEIVABLE</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Collection Procedures</p>

COLLECTION

Accounts receivable include all funds due to KYTC from other agencies, governmental entities, utilities, vendors, contractors, etc. Failure to properly process accounts receivable results in inaccurate reporting of funds due to the Commonwealth.

To ensure that all accounts receivables are handled in an appropriate manner and that these accounts are accurately reported in financial statements, the Division of Accounts shall:

- Receive all accounts receivable at the time the accounts receivable are incurred by agreement, contract, purchase, lease, fine, etc.
- Enter all accounts receivable into the eMARS accounting system
- Invoice the appropriate entities when payments are due
- Receipt and deposit all payments
- Notify the appropriate office, district, or division when payments are made
- Notify the appropriate office, district, or division when accounts receivable become delinquent
- Refer delinquent accounts receivable to the KYTC Legal staff for collection after all attempts have been made for collection, including addressing the account with the requesting department and 120 days from due date has passed.

Exceptions: Receivables are handled on a case-by-case basis. If payment attempts are being made, the Division of Accounts will continue to work with the receivable before referring to KYTC Legal staff, while in communication with the requesting department.

STATE AGENCIES If a state agency does not respond to an interaccount billing within 30 working days, the Division of Accounts will contact the agency.

If the interaccount bill is still not paid after 120 days, the Division of Accounts will request a written explanation from the agency stating the reasons for nonpayment.

The Division of Accounts will notify the appropriate district, division, or office that payment has not been received, and future services could be denied until the delinquent interaccount is paid.

**NON-STATE
GOVERNMENT
ENTITIES**

If a governmental entity, company, or individual does not respond to a billing within 30 days of due date, the Division of Accounts will issue a courtesy notice.

If a governmental entity, company, or individual does not respond to a billing within another 60 days of due date, the Division of Accounts will issue a second courtesy notice.

If a governmental entity, company, or individual does not respond to a billing within 90 days of due date, the Division of Accounts will issue a third courtesy notice, if contact has not been made with 10 days the account could be turned over to KYTC Legal staff.

If KYTC is not paid, after all attempts have been made, the Requesting Department has been notified, and after 120 days from due date has passed, the account will be discussed with the Division of Accounts Management (Branch Manager/Assistant Director/Director) to address possible vendor offset or turned over to KYTC Legal staff.

If the account appears to be uncollectible, the Division of Accounts Director, with the Office of Legal Services, can determine if the account needs to be written off.

Notice is sent to the appropriate areas of the Cabinet advising of the entity's failure to pay. All future services will be denied until debt is paid in full.

Districts and divisions must assist the Division of Accounts whenever possible in collection efforts.

**OTHER STATE
GOVERNMENTS**

Often billings to other state departments of transportation for large amounts are closely examined, and this detailed approval process may delay payment.

As a general guideline, if no response is received from the billed state within 30 days, a courtesy notice is sent.

**OTHER STATE
GOVERNMENTS
(CONT.)**

Bills not paid within 30 days of the courtesy notice are directed to the Division of Accounts Director for collection.

If no response is received from the billed state within 60 days, another courtesy notice is sent.

If no response is received from the billed state within 90 days, a third courtesy notice is sent.

Bills not paid within 120 days of the courtesy notice are directed to Division of Accounts Management (Branch Manager/Asst. Director/Director) for collection. In most cases, governmental agencies are not turned over to KYTC Legal staff.

**Legal Property
Damage
Receivables**


As a general guideline, if no response is received within 30 days, a courtesy notice is sent.

If no response is received within 60 days, another courtesy notice is sent.

If no response is received within 90 days, a third courtesy notice is sent.

After 90 days, if no response has been received, and all attempts have been made for collection, the Division of Accounts will stop invoicing and notify KYTC Legal staff.



	<i>Chapter</i> ACCOUNTS RECEIVABLE
	<i>Subject</i> Debtor Intercept Vendor Offsets

**DELINQUENCY
COLLECTIONS
THROUGH DEBTOR
OFFSET**

If KYTC is unable to collect payment on a delinquent account receivable due from a business or individual, KYTC has the capacity to request that any funds due the business or individual be intercepted on the Cabinet’s behalf. These intercepts, once established, continually monitor all disbursements of the Commonwealth.

**INTERCEPT OFFSET
APPROVAL
AUTHORITY**

Only the Director or Assistant Director of the Division of Accounts may authorize the creation of a vendor offset transaction. Under no circumstances can a vendor offset be established against another state government agency, county, or local government without the express written approval of the Secretary of KYTC or the Secretary’s designee.

**ESTABLISHING
EMARS INTERCEPT**

The Division of Accounts will create the intercept in eMARS. Intercepts are driven by tax identification numbers (Federal ID or Social Security numbers). Without a tax identification number it is impossible to create an intercept.

**NOTIFICATION OF
PENDING OFFSET**


When an offset is established, a notification letter is automatically generated and sent to the delinquent entity. The letter serves as notice that if the Commonwealth becomes indebted to the delinquent entity, a sufficient amount of funds will be intercepted to cover the KYTC claim.

INTERCEPTS

When an intercept occurs, the delinquent entity will receive a document, printed on check stub, describing the amount intercepted.

KYTC Accounts Payable personnel should be aware that there will be instances when vendors will call to complain that a check was not received or that a received check was not for enough. All agencies of state government may use the intercept program; therefore KYTC vendors may have KYTC payments intercepted on behalf of another agency.



 <p style="font-size: 2em; font-family: serif; margin-top: 20px;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center; font-weight: bold;">ACCOUNTS RECEIVABLE</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Write-Off of Account Receivables</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

OVERVIEW

State agencies are required to identify, record, and collect all amounts due to the state when goods or services are provided. Agencies are required to make a reasonable effort to collect all receivables on a systematic and periodic basis.

COLLECTION OF RECEIVABLES

Outstanding balances of each receivable should determine the extent of collection efforts and reasonableness that should be used when evaluating the effort expended to collect amounts less than \$10.


Collection efforts will be made according to the following schedule:

Balance	Attempts at Collection			Turn Over to Office of Legal Services (ineligible for vendor offset)
	1	2	3	
\$10-\$99.99	X	X	X	
\$100 and over	X	X	X	X

Attempts to collect outstanding receivables may include collection letters and phone calls. For receivables booked by Division of Accounts, a courtesy notice will be issued if a governmental entity, company, or individual does not respond to billing within 30 days. If a response is not received after 120 days from the due date, all collection attempts have been made, and the requesting department has been notified, the account will be discussed with Division of Accounts Management to address possible vendor offset. If ineligible for vendor offset, an account in arrears will be turned over to the Office of Legal Services.

A review of receivable accounts must be made a least once a year and any adjustments recorded. If accounts are proven to be uncollectible based on efforts described in this section, department and office heads are responsible for authorizing accounts to be written off.



 <p style="font-size: 2em; font-family: cursive;">ACCOUNTS</p>	<p><i>Chapter</i></p> <p>INTERGOVERNMENTAL AGREEMENTS</p>
	<p><i>Subject</i></p> <p>Task Orders</p>

INTERGOVERNMENTAL AGREEMENTS

KYTC is authorized to enter into task order agreements with other governmental agencies in which KYTC agrees to perform work on behalf of the entity or provide materials to the entity. Governmental entities eligible for such agreements are cities, counties, school districts, and other state agencies.

The Division of Accounts is responsible for all task order accounting transactions. The Division of Accounts assigns task order numbers, establishes task order receivables, and collects funds due KYTC.

ACCOUNTING FOR TASK ORDERS

Task order transactions are handled in the Agency Fund so as to ensure that associated expenditures will not negatively affect the budget of the district or office performing the work or supplying the materials.

ESTABLISHING TASK ORDERS

Prior to performing work or providing materials, KYTC and the governmental entity must complete a TC 31-554 eform, *Task Order Agreement Completion Notification* ([ACC-9026](#)). The agreement must be dated and contain the signatures of all parties, a projected completion date, and estimated cost of the task.

TASK ORDER APPROVALS

Task orders for \$5,000 or less require the approval of the District Executive Director. Task orders greater than \$5,000 must be approved by the State Highway Engineer.

TASK ORDER NUMBERS

The Division of Accounts' General Accounting Branch is responsible for assigning task numbers. When a task order agreement is completed by both parties, the district bookkeeper must fax a copy of the agreement to the Division of Accounts at (502) 564-5621.

The Division of Accounts will assign a task order number, establish the task order in eMARS, and notify the personnel who are overseeing and responsible for the posting of charges to the issued task order number.

**MONITORING
TASK ORDERS**

It is imperative that each district bookkeeper monitor open task orders to ensure all applicable charges for materials, supplies, and labor are posted to the correct task order number.

**COMPLETION OF
TASK ORDERS**

Task orders are considered complete when the following have **all** been met:

- All work is finished
- All charges have been posted
- Task is ready to be billed

The task overseer must send a TC 31-556 eform, *Traffic Task Order Charge Sheet for Services Performed for Governmental Entities (ACC-9029)* or TC 31-555 eform, *Maintenance Task Order Charge Sheet for Services Performed for Governmental Entities (ACC-9030)*, to the district bookkeeper when the task is complete.

The district bookkeeper must notify the Division of Accounts when the task is complete using a TC 31-554 eform, *Task Order Agreement Completion Notification (ACC-9026)*. There can be no further charges to a task order after the TC31-554 eform is presented to the Division of Accounts.

**BILLING FOR
TASK ORDERS**


Upon receipt of the TC 31-554 eform, the Division of Accounts will bill the applicable governmental entity. If payment is not made in a timely manner, the district will be notified of the delinquency. If a delinquency occurs, the district is required to refrain from entering into another agreement with that entity until such time as payment is forthcoming.

If the district receives payment for a task order, the payment must immediately be forwarded to the Division of Accounts along with a copy of the agreement and task order number.

**ADDITIONAL
INFORMATION**

Additional information regarding task orders agreement procedures can be accessed on the Division of Accounts intranet site located at <https://intranet.kytc.ky.gov/org/OBFM/accounts/Pages/default.aspx>.



	<p><i>Chapter</i></p> <p>INTERGOVERNMENTAL AGREEMENTS</p>
	<p><i>Subject</i></p> <p>Master Task Orders</p>

MASTER TASK

ORDER AGREEMENTS When a district has an ongoing relationship with another governmental entity, a master task order agreement (MTOA), not to exceed \$1,000 per task, may be established for the procurement of supplies or services. The use of a MTOA will eliminate the need for entering into multiple task order agreements during a year.

ESTABLISHING MTOAS

MTOAs are established through the execution of a TC 31-558 form, *Master Agreement for Services to be Performed for Governmental Entities* (ACC-9027), and are valid for one year. The form must be completed in its entirety, signed, and dated by both parties. The district bookkeeper must forward the form to the Division of Accounts via fax at (502) 564-5621.

The Division of Accounts will assign a MTOA number that will be used for all related charges and billings. MTOA billings will occur on the 15th day of each month and will be generated by the Division of Accounts.

USING MTOAS

Once a MTOA has been established, the government entity may procure materials or services costing less than \$1,000 by presenting KYTC with a purchase order.

POSTING MTOA CHARGES


All MTOA charges are billed on a monthly basis. At the end of each month the district bookkeeper will complete a TC 31-557 form, *Master Task Order Agreement Completion Notification* (ACC-9028), for each MTOA that incurred charges during the month. This information will be forwarded to the Division of Accounts, who will analyze the charges and verify the existence of detailed supporting documentation.

On the 15th day of each month, the Division of Accounts will bill each MTOA entity for all charges that accrued in the previous month.

MTOA PAYMENTS

Entities will be instructed to remit payments directly to the Division of Accounts. If payments are received by districts, they should be immediately forwarded to the Division of Accounts for processing.




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTING FOR RECEIPT OF MONIES</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Overview</p>

PROCESSING OF FUNDS RECEIVED BY KYTC FOR DEPOSIT

Each KYTC organizational unit that receives funds for deposit shall be responsible for taking the receipts and preparing electronic eMARS cash receipt (CR) transactions.

Each unit receiving funds shall designate a creator and an approver of the deposit transactions. Upon receipt of CR deposits, the Division of Accounts shall perform a pre-audit of the deposit transactions. When satisfied that the deposits are complete and accurate, the Division of Accounts shall apply the final approval and submit the deposits to the State Treasury.



 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTING FOR RECEIPT OF MONIES</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Processing & Control of Cash Receipts</p>

**RECEIPT &
DEPOSIT OF MONIES**

Most KYTC organizational departments, offices, divisions, and districts receive funds that shall be credited to applicable KYTC budgetary departments, offices, divisions, and districts and deposited with the Kentucky State Treasury. The following procedures shall be followed to ensure the safeguarding of the receipts from diversion, misappropriation, or loss.

Each organizational department, office, division, and district receiving monies for deposit shall designate an individual(s) as a “creator” who is responsible for the creation of electronic deposit transactions in eMARS. Each department, office, division, and district shall also designate a person(s) to be the first “approver” of these transactions.

UNIT CASHIERS

Whenever possible, receipts shall be remitted directly to the individual designated as the department, office, division, or district cashier. The cashier is responsible for ensuring that receipts are provided for all payments made in cash. All receipts shall be prenumbered and in duplicate. Although it is not mandatory, payments made by check may also be acknowledged by a receipt. Any voided receipt shall be retained for audit purposes.

Cashiers must keep a logbook that details daily activity and amounts received and amounts forwarded to the Division of Accounts for deposit.

**SECURITY OF
MONIES**

All cash and negotiable instruments shall be secured in a locked designated cabinet or safe until they can be processed. Access to these holding sites shall be limited to the cashier or deposit creator. Segregation of duties requires another party to maintain the lock box key separate from CR processor.

Cash on hand shall never exceed \$100.

Districts shall not mail cash to the Division of Accounts. Districts shall purchase money orders to transmit cash to the Division of Accounts. The money order fee is to be paid from the cash receipts to be deposited and noted in the eMARS CR Document. The cash receipts logbook must reflect this fee as a reduction in the amount to be deposited.

SECURITY OF MONIES**(CONT.)**

All checks shall be restrictively endorsed immediately upon receipt with a "For Deposit Only—KY State Treasurer" stamp and delivered to the Division of Accounts for deposit with Treasury. Departments, offices, divisions, and districts needing endorsement stamps shall contact the Division of Accounts.

DEPOSIT OF FUNDS

[KRS 41.070](#) requires that cash, checks, and other negotiable instruments be forwarded to the Kentucky State Treasury the day of receipt. A reasonable, longer period for the deposit of particularly identified funds may be acceptable if reviewed and approved in advance by the Division of Accounts.

All departments, offices, divisions, and districts that receive funds shall prepare an eMARS deposit transaction. The following is the procedure for completing eMARS Cash Receipt (CR):

CASH

- All cash shall be counted by two employees in the originating office and placed in a white cash envelope.
- The white cash envelope must be sealed and the seal initialed by the employees who conducted the cash count.
- The department, office, division, or district name; CR number; names of counters; contact phone number; amount of cash enclosed; and date shall be written on the face of the sealed cash envelope.
- An adding machine tape shall be attached outside the sealed envelope documenting the cash count enclosed. All adding machine tapes must begin with a "0" total before cash is added.

CHECKS

- All checks must be restrictively endorsed immediately upon receipt.
- An adding machine tape, listing all check amounts, shall be attached to the checks, using a paper clip. All adding machine tapes must begin with a "0" total before checks are added.
- Each check shall have the applicable CR number written on the face of the check, not covering any lettering.
- Checks are to be bundled in groups of 50, including a tallied tape clipped to each bundle. A complete tallied tape of each bundle is to be clipped to the first bundle. The entire bundle will then be wrapped with the completed *State Treasury Cash Receipt Transmittal Form* ([ACC-9031](#)).

**DEPOSIT OF FUNDS
(CONT.)****ELECTRONIC FUNDS TRANSFERS (EFT)**

- A CR must be created to receive funds from an electronic deposit system.
- Once completed, the creator must email KYTC JV Accounts requesting approval.
- When approved an email will be sent to Treasury for final approval.

**CREATION OF EMARS
TRANSACTION**

All KYTC organizational departments, offices, divisions, and districts that receive funds for deposit shall prepare an eMARS electronic deposit transaction. Deposit transactions are entitled *Cash Receipts (CR)*. Each department, office, division, and district creator shall populate the applicable eMARS screens following the eMARS User Notes posted in Financial Information Section of the KYTC intranet website:

<http://dot/webpages/policybud/eMARsUserGuide/emars.asp>.

It is imperative that CR creators and approvers ensure that the correct accounting strings are used for each deposit. CR creators and approvers needing assistance in preparing deposit transactions shall contact the General Accounting Branch of the Division of Accounts.

Upon successful validation and submission of the CR, the department, office, division, or district designated approver shall assess the deposit transaction and apply the first approval or reject the CR back to the creator.

**FIRST-LEVEL
APPROVAL**

The first level of approval shall be applied by a designated approver in the originating department, office, division, or district to ensure that the deposit is accurate and to serve as a validation to the creation and existence of the deposit.

Approvers shall open the eMARS Cash Receipts (CR) screen to make sure that the total and CR number agree with the *Kentucky State Treasury Transmittal Form* and with the information on the face of the deposit envelope.

Approvers shall review all of the funding detail in the CR to ensure that the Accounting, Fund, and Detail screens are accurate and complete.

If any of the screens have errors, the approver shall attach a comment to the electronic deposit and reject the deposit back to the creator, then notify the creator the document has been rejected. When the above conditions are correct, the approver shall apply the electronic approval of the transaction and sign off on the top of the *Kentucky State Treasury Cash Receipt Transmittal Form (ACC-9031)* including the duplicate copy.

FIRST-LEVEL**APPROVAL (CONT.)**

Deposit transaction approvers shall verify that:

- Cash was counted by two individuals at the same time
- All adding machine tape begins with the total of "0"
- Cash total reflected on the adding machine tape agrees with the cash listed on the CR
- Cash envelope is properly sealed and the seal contains the initials of the cash counters
- All checks have been properly endorsed
- All checks have the correct cash receipts (CR) number written on the face not covering any lettering
- Checks are not stale dated
- Cash and checks have been segregated on the tally tape with cash entered first
- Final tally tape has the CR number on it
- Total on the tally tape matches that on the CR
- Checks have been properly bundled, include the correct tally tapes, and are accompanied with the correct *State Treasury Cash Receipt Transmittal Form (ACC-9031)*

TREASURY**TRANSMITTAL FORMS**

The *Kentucky State Treasury Cash Receipt Transmittal Form (ACC-9031)* must be completed in duplicate for each CR and shall contain the following information:

- Office/Division Name
- Date
- Department Number
- CR number
- Amount
- Creator's Name
- Phone Number
- Creator's email address
- Initials of the unit's first approver
- Initials of the Second level approver

**DELIVERY OF
DEPOSITS TO
ACCOUNTS**

All Frankfort department, office, and division deposits must be hand-delivered to the Division of Accounts' central file area located in the Transportation Cabinet Office Building, 4th Floor East for processing.

Districts must mail deposits to the Division of Accounts.

CASH RECEIPT LOG

All deposits must be logged onto the *Deposit Drop Box Register* in the presence of Division of Accounts' central files area personnel. Accuracy is verified by Division of Accounts central files area personnel.

Each deposit must be placed in a sealed deposit envelope provided by the Division of Accounts' central files area. The face of the deposit envelope must contain the following information:

- CR transaction number
- Date
- Name of person who logged in CR
- Amount of CR

The General Accounting Branch will remove the CR from the drop box and verify that the CR information corresponds with the Cash Receipt Log. General Accounting Branch staff must initial the removal of the CR.

Treasury shall date stamp the duplicate form, assign a Treasury number, and return the duplicate form to the originating department, office, division, or district.

Departments, offices, divisions, and districts must retain all returned *Kentucky State Treasury Cash Receipt Transmittal Forms* attached to supporting documents used in creating the CR for audit purposes.

**DIVISION OF
ACCOUNTS
PRE-AUDIT**

The Division of Accounts shall perform a thorough pre-audit of the entire deposit transaction to verify:

- Cash receipt number
- Date of log in
- Department, office, division, or district making the deposit
- Envelope containing the document was sealed
- Cash was counted by two persons, sealed in an envelope, and signed and dated on same date across the seal of the envelope
- Amount of cash and checks are accurate
- Adding machine tapes are accurate

**DIVISION OF
ACCOUNTS
PRE-AUDIT (CONT.)**

- All checks are restrictively endorsed and have the CR number on the front not covering any lettering
- Checks are bundled in groups of 50
- Dates on the checks noting the earliest, latest, and predominant dates
- The *Kentucky State Treasury Cash Receipt Transmittal Form* and duplicate are completed, initialed by the required first-level approver, and attached

When it is determined that the physical deposit is complete and accurate, the eMARS CR shall be verified to ensure that:


- CR number is on the CR form in eMARS
- First level of approval has been applied
- Amounts total and agree with the header screen
- Funding agrees with the accounting string maintained on the Fund Accounting, Detail Accounting, and General Information screens
- Treasury Transmittal Form data contains the correct eMARS information

When the Division of Accounts has completed the CR pre-audit and determined the deposit to be correct, second-level approval is applied to the eMARS document. Initials are to be placed on the *Kentucky State Treasury Cash Receipt Transmittal Forms* and the deposit is then forwarded to the Kentucky State Treasury for processing.

If the deposit transaction contains errors, a "Reject All" shall be electronically applied, which then routes the CR back to the creator for correction. The rejecter shall attach to the transaction a detailed comment to alert the creator as to what remediation shall occur.

Creators shall be responsible for the monitoring of all of their transactions to ensure that deposits obtain final status.




 <i>ACCOUNTS</i>	<i>Chapter</i> ACCOUNTING FOR RECEIPT OF MONIES
	<i>Subject</i> Federal Reserve Electronic System

**ELECTRONIC
DEPOSIT SYSTEMS**

The Federal Highway Administration, OVIS, Driving History Records, Department of Aviation, and the Federal Transit Administration use the Federal Reserve Electronic System deposit reimbursements with the state's depository, Farmers Bank and Capital Trust Company, Frankfort, Kentucky.




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">ACCOUNTING FOR RECEIPT OF MONIES</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Revenue Refunds</p>

**REQUESTS FOR
REVENUE REFUNDS**

Occasionally, KYTC will need to refund revenue to the remitter. KYTC shall accomplish such refunds by preparing a GAX2 eMARS transaction and forwarding it to the Division of Accounts for pre-audit scrutiny and approval or rejection.

Any request for refund shall contain adequate supporting documentation, including detailed evidence of the original receipt and a detailed written explanation as to why the refund is appropriate and necessary.



 <i>ACCOUNTS</i>	<i>Chapter</i> ACCOUNTING FOR RECEIPT OF MONIES
	<i>Subject</i> Funds Acquired Through Redemption of Recycled Materials

AUTHORITY The Division of Accounts shall govern the policy that all funds acquired through the redemption of recycled materials bearing value as scrap materials collected by state-employee or inmate labor shall be considered state funds and deposited into the State Road Fund account.

PROCEDURE Districts shall select local scrap metal companies to recycle materials. The district shall perform the following to complete a redemption transaction:

- Upon receiving a check from a scrap metal company, prepare an eMARS CR transaction that posts to "1100 Road Fund"
- Forward to Accounts for approval




 <p style="text-align: center;"><i>ACCOUNTS</i></p>	<p><i>Chapter</i></p> <p style="text-align: center;">INDEXES</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Exhibits Index</p>

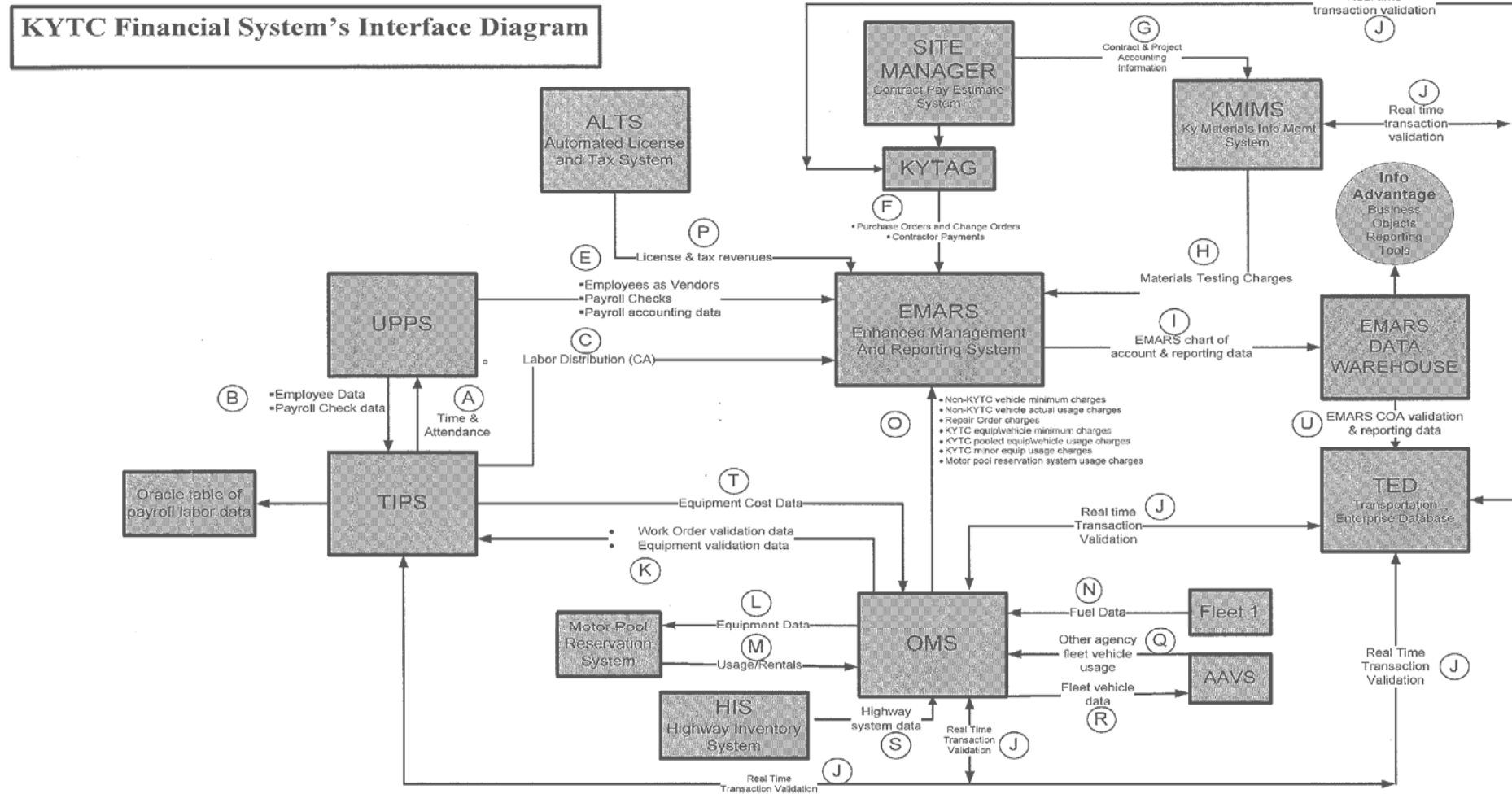
Exhibit Number	Form Name	Form Number
9001	KYTC eMARS Interface Environment	none
9013	Request for Wire Transfer	SAS-62
9015	Pro-Card Inventory Record & Receipt	TC 31-29
9016	Federal-Aid Program Data	FPA-1
9018	Federal-Aid Project Agreement	FPA-1
9019	Modification of Federal-Aid Project Agreement	PR-2A
9020	Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds	FHWA-47
9021	Voucher for Work Performed Under Provisions of the Federal Aid and Federal Highway Acts, as amended	PR-20
9022	Engineering & Engineering-Related Services Pay Estimate	TC 61-408
9024	Statement of Charges	TC 31-3
9025	Project Authorization	TC 10-1
9026	Task Order Agreement Completion Notification	TC 31-554
9027	Master Agreement for Services to Be Performed for Governmental Entities	TC 31-558
9028	Master Task Order Agreement Completion Notification	TC 31-557
9029	Traffic Task Order Charge Sheet for Services Performed for Governmental Entities	TC 31-556

Exhibit Number	Form Name	Form Number
9030	Maintenance Task Order Charge Sheet for Services Performed for Governmental Entities	TC 31-555E
9031	Kentucky State Treasury Cash Receipt Transmittal	none
9032	Legislative Claim Request	none
9033	State Park Travel Authorization	none
9034	Motor Pool Customer Information	FM-9



DRAFT as of 2-20-2007

KYTC Financial System's Interfaces



DRAFT as of 2-27-2007

KYTC Financial System's Interfaces**Current applications:**

Application	Application Name	Description
ALTS	Automated License and Taxation System	Motor Carrier Fuel Tax System
EMARS	Enhanced Management and Administrative Reporting System	Statewide Finance, Purchasing, and Budgeting System (includes program (project) and grant accounting)
OMS	Operations Management System	Combines all aspects of Maintenance: Payroll costing, Equipment & Fleet Inventory and Usage, Materials Inventory & Usage and pavement condition analysis
AAVS	Permanently Assigned Vehicle System	Web-based system validates driver's license and records monthly mileage for fleet vehicles assigned to other agencies.
TIPS	Transportation Improved Payroll System	Transportation Cabinet Payroll system
UPPS	Uniform Payroll/Personnel System	Statewide Payroll system

DRAFT as of 2-27-2007

KYTC Financial System's Interfaces

Application	Application Name	Description
Site Manager	Contract Pay Estimation System	A component of Trnsport, this is a management system for highway maintenance and construction contracts and payments
KYTAG	Kentucky Trnsport Accounting Gateway	Middleware to validate Site Manager transactions and management transactions from Site Manager to eMARS
HIS	Highway Inventory System	Highway inventory and condition data
KMIMS	Kentucky Materials Information Management System	Highway Materials Testing system
Motor Pool	Motor Pool Reservation System	Web-based vehicle reservation system
Info Advantage	Business Objects' WEB based reporting tool (WEBI)	EMARS reporting module
EMARS Data Warehouse	EMARS Reporting Data Base	Data source for statewide management reporting from EMARS
TED	Transportation Enterprise Database	KYTC reporting database. Also the source of chart of account data for transaction validation
Fleet 1	Fleet 1 fleet charge card application	Fleet vehicle fuel usage data

Descriptions of Current Interfaces:

Interface ID	Description	Source Application	Target Application	Comments
A	Time and Attendance data from 396's for payroll calculations	TIPS	UPPS	KYTC employee hours transferred to UPPS for payroll
B ₁	Employee Master data	UPPS	TIPS	Employee master data for KYTC employees
B ₂	Payroll actuals	UPPS	TIPS	KYTC payroll check details
C	Labor Distribution after Payroll	TIPS	EMARS	Charges KYTC payroll costs to KYTC programs (projects)s
D	EMARS chart of account data and transaction history	EMARS data warehouse	TED	Transfer of chart of account tables and certain transaction history to the TED database
E ₁	Employee Master data	UPPS	EMARS	Employee data is loaded to PD vendor tables for reimbursements.
E ₂	Payroll checks	UPPS	EMARS	Payroll checkwriter file is sent for the purpose of printing checks.
E ₃	Payroll Accounting	UPPS	EMARS	Payroll accounting charges

DRAFT as of 2-27-2007

KYTC Financial System's Interfaces

Interface ID	Description	Source Application	Target Application	Comments
F ₁	Purchase Orders and Change Orders	CPES	EMARS	PO documents are processed to encumber funds related to contracts.
F ₂	Invoice documents	CPES	EMARS	PV documents to process Contractor Payments.
G	Program (project), Contract, and Accounting information	CPES	KMIMS	Program (projects) descriptions, Contract header information, and accounting line information used to generate charges for performing materials tests related to contracted programs (projects)s (see Interface I).
H	Materials testing charges	KMIMS	EMARS	Costs for administering materials tests charged back to Programs (projects)s (see Interface H).
I	EMARS chart of accounts and transaction tables	EMARS	EMARS Validation Extract	Various tables (Chart of Accounts, Programs (projects)s, Termini, etc.) copied from MARS to MARS validation extract. Tables are converted to appropriate file format. Used by CPES and FMAPS to validate MARS related coding.
J	EMARS transaction Validation	Various	TED	Transaction validation programs read extracted EMARS Data Warehouse tables within TED to validate account coding, vendor ID's, programs, termini, etc.
K ₁	Equipment Validation Data	OMS	TIPS	Equipment data (Equipment type & number,) sent to payroll for validation edits.
K ₂	Usage & Equipment Data	TIPS	OMS	Utilization actuals from payroll (mileage and hours).
L	Equipment Data	OMS	Motor Pool RS	Equipment data (division to charge to, changes in status, and added/delete vehicles) to Motor Pool Reservation System. Currently uses IBM's MQ Series for real-time interface.
M	Usage/Rentals	Motor Pool RS	OMS	Trip ticket information.
N	Fuel Data	Fleet 1	OMS	Fuel information is FTP'd to OMS
O	OMS to MARS Interface	OMS	EMARS	Interfaces for Equipment, Fleet, & Maintenance Material Charges to MARS
P	License and Tax Revenues	ALTS	EMARS	Records deposit of receipts.
Q	Fleet Usage Reported from Agencies	AAVS	OMS	Record Fleet Usage by non-KYTC Agencies
R	Equipment Data	OMS	AAVS	Equipment Data sent to AAVS for Validation
S	Highway System Data	HIS	OMS	Current highway inventory and condition data
T	Equipment cost data	TIPS	OMS	Daily equipment usage for Non-OMS assigned fleet vehicle and highway equipment

Form SAS-62
Rev. 7-1-99

Commonwealth of Kentucky
Finance and Administration Cabinet
REQUEST FOR WIRE TRANSFER
ORIGINATING AGENCY

	WT
Agency	Document Number

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Document Preparer: _____ Work Phone: _____

AUTHORIZED BY: _____ Date: _____
(agency representative)

Requested Transfer

Transfer Amount: \$ _____ Document Reference: _____

Date Transfer Due at Receiving Bank: _____

Receiving Bank

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Receiving Account Name: _____

Receiving Account Number: _____

ABA Routing Number: _____

Attention: _____

Farmers Bank

Charge Account Name: _____ (if applicable)

Charge Account Number: _____ (specific person if applicable)

FOR USE ONLY BY THE OFFICE OF THE STATE TREASURER

Wire Transfer Date: _____ Wire Transfer Time: _____

Treasurer's Electronic Transfer Number: _____

Treasury Employee Executing Transfer: _____
(Signature)



TC 31-29E
Rev 03/2002

Pro-Card Inventory Record & Receipt

FAX or E-MAIL To: Transportation Cabinet Property Officer (502) 564-4346

Name of Pro-Card Administrator: _____

PC# of Pro-Card Administrator: _____

Phone # of Pro-Card Administrator: () _____

Item(s) to be recorded on inventory:

1. _____

Make	Model #	Serial #
Brief Description		
Vendor	Cost	Date Received

2. _____

Make	Model #	Serial #
Brief Description		
Vendor	Cost	Date Received

3. _____

Make	Model #	Serial #
Brief Description		
Vendor	Cost	Date Received


4. _____

Make	Model #	Serial #
Brief Description		
Vendor	Cost	Date Received
Agency	County #	Crew #
Employee Assuming Responsibility	Organizational Control #	
Remarks		

Note: COUNTY # AND CREW # INFORMATION IS FOR DISTRICT USE ONLY.

Signature _____ Date _____

Federal Number : Project Type : DUNS # : Demo ID : Inv Route Number : Beg/End Mile Point : Project Length : Bridge No : Project Oversight : STIP Ref: TIP Ref: Env. Doc. Type/Date : Urbanized Area :	SYP Item No : KYTC File No : MARS : Rural/Urban : Functional System : FA System : On NHS Y/N : County Name : Congrl District(s) : KYTC Phase : State Def Field 1: State Def Field 2: State Def Field 3:																																	
Termini:																																		
Character of Work:																																		
Remarks:																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">CO</th> <th style="width:5%;">IMPR.</th> <th style="width:5%;">AC</th> <th style="width:5%;">APP</th> <th style="width:5%;">FF%</th> <th style="width:10%;">PRIOR FEDERAL</th> <th style="width:10%;">FEDERAL</th> <th style="width:10%;">STATE</th> <th style="width:10%;">OTHER</th> <th style="width:10%;">TOLL CREDIT</th> <th style="width:10%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="height: 200px;"> </td> </tr> <tr> <td colspan="2">Project Total</td> <td colspan="4"></td> <td style="text-align: right;">\$500,000.00</td> <td colspan="2"></td> <td style="text-align: right;">\$100,000.00</td> <td style="text-align: right;">\$500,000.00</td> </tr> </tbody> </table>		CO	IMPR.	AC	APP	FF%	PRIOR FEDERAL	FEDERAL	STATE	OTHER	TOLL CREDIT	TOTAL												Project Total						\$500,000.00			\$100,000.00	\$500,000.00
CO	IMPR.	AC	APP	FF%	PRIOR FEDERAL	FEDERAL	STATE	OTHER	TOLL CREDIT	TOTAL																								
Project Total						\$500,000.00			\$100,000.00	\$500,000.00																								
The State agrees that as a condition of payment of Federal funds obligated, it accepts and will comply with the agreement provisions set forth in 23 CFR 630.112; and its signature constitutes the making of the certifications.										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Original</td> <td style="width:50%;"></td> </tr> <tr> <td style="width:50%; text-align: center;">Modification</td> <td style="width:50%;"></td> </tr> </table>	Original		Modification																					
Original																																		
Modification																																		
KYTC Signature:					FHWA Signature:																													
Date:					Date:																													


<p>TO BE COMPLETED BY FHWA</p>	 <p>FEDERAL-AID PROJECT AGREEMENT</p> <p>U.S. Department of Transportation Federal Highway Administration</p>	<p>STATE</p> <hr/> <p>COUNTY</p> <hr/> <p>PROJECT NO.</p>
<p>The State agrees that as a condition to payment of the Federal funds obligated, it accepts and will comply with the agreement provisions set forth in 23 CFR 630.307; and its signature constitutes the making of the certifications.</p>		
<p>PROJECT TERMINI</p>		
PROJECT CLASSIFICATION OR PHASE OF WORK		EFFECTIVE DATE OF AUTHORIZATION
FHWA PLANNING AND RESEARCH		
PRELIMINARY ENGINEERING		
RIGHTS-OF-WAY		
CONSTRUCTION		
<p>OTHER (Specify)</p>		
<p>TOTAL PROJECT COST</p> <p>\$ _____</p>	<p>IDENTIFY FEDERAL SHARE</p> <p><input type="checkbox"/> Pro Rata _____ %</p> <p><input type="checkbox"/> Lump Sum</p>	<p>AMOUNT OF FEDERAL FUNDS UNDER AGREEMENT</p> <p>\$ _____</p>
<p>_____ U.S. DEPARTMENT OF TRANSPORTATION (Official name of Highway Agency) FEDERAL HIGHWAY ADMINISTRATION</p>		
<p>By _____</p> <p>_____</p> <p>(Title)</p>		
<p>By _____ (Division Administrator)</p> <p>_____</p> <p>(Title) Date executed by</p>		<p>By _____</p> <p>_____</p> <p>Division Administrator _____</p>
<p>_____</p> <p>(Title)</p>		

Average completion time for this form is one hour. If you wish to comment on the accuracy of this burden, please direct your comments to OMB and FHWA at the following addresses

Office of Management and Budget
Paperwork Reduction Project 2125-0529
Washington, D.C. 20503

or

Federal Highway Administration
Office of Engineering, HNG-12
400 7th Street, S.W.
Washington, D.C. 20590

TO BE COMPLETED BY FHWA	 U.S. Department of Transportation Federal Highway Administration	MODIFICATION OF FEDERAL-AID PROJECT AGREEMENT	State
MONTHLY TRANSACTION NUMBER			County
PROJECT REPORT NUMBER			Project Number
MODIFICATION NUMBER			

The Project Agreement for the above-referenced project entered into between the undersigned parties and executed by the Division Administrator on _____, _____ is hereby modified as follows:

	Former Amount	Revised Amount
Estimated total cost of project	\$ _____	\$ _____
Federal funds	\$ _____	\$ _____
Other revisions		

This modification is made for the following reasons:

All other terms and conditions of the Project Agreement will remain in full force and effect.

This modification is effective as of the _____ day of _____, _____

(Official name of Highway Agency)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

By _____

By _____
(Division Administrator)

(Title)

By _____

(Title)

By _____

(Title)

EXHIBITS
Statement of Materials and Labor Used by Contractors on
Highway Construction Involving Federal Funds

ACC-9020

DISCARD BEFORE
SUBMISSION

DEPARTMENT OF TRANSPORTATION
Federal Highway Administration

SUPPLEMENTAL
INFORMATION

**STATEMENT OF MATERIALS AND LABOR USED BY
CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this form is 2125-0033. The average completion time for this form is 5 hours. If you wish to make suggestions, please fax them to 202-366-3988; or mail to:

Federal Highway Administration
Construction Cost Analysis Group, HNG-13
400 7th Street, SW
Washington, D.C. 20590

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

GENERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid project involving construction performed under contract awarded by competitive bidding that is located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than \$1,000,000 or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

Form FHWA-47 should be transmitted with or, if data is already available, in advance of the Final Report required by Federal-aid Policy Guide Chapter 6 G 6011.11

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 should not be prepared for a contract covering only the purchase of material but the quantity of material should be reported when subsequently included in a construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered, and no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data for any subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor-hours have been reported for each contract, and no duplication of data are involved. Quantities of State-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable relationships to the final construction cost. Also the quantity of each material reported should be reasonable with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A - INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL (FEDERAL-AID POLICY GUIDE CH. 6 G 6011.11)

Item 1 - "Length of Project." - Report official roadway mileage and official bridge mileage.

Item 2 - "Final Construction Cost" - Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, and State-furnished materials.

*Quantities of steel, concrete and lumber used in connection with Items 20, 21, 22, 23, 24, and 25 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47 (Rev. 7-98)

PART B - INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3 - Report total labor-hours worked and earnings of all contractor's employees on the project, including those on operation and maintenance of equipment.

Item 4 - This should be the total cost, at the jobsite of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, handtools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.

Item 5 - Report total number of gallons of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 8 pounds of grease per gallon.

Items 6, 7, and 8 - Report quantity of cement used on project. Do not report here the cement included in Item 15.

Items 9 and 10 - Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 15 and 16. Aggregates produced by the contractor shall be reported as Items 17 and 18.

Item 11 - Report number of gallons of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 16.

Item 12 - Report all lumber products purchased for and used on the project, including plywood and pressed wood, but excluding timber piling, lumber in fencing, guardrail, and signs, and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board feet and not as the number of board feet.

Item 13 - Report total number of pounds of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased precast units, except concrete pipe reinforcement.

Item 14 - Report total number of pounds of structural steel, steel H-piling, and sheet piling.

Item 15 - Report total number of cubic yards of ready-mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 26.

Item 16 - Report total number of tons of bituminous paving mixtures that are purchased in a prepared condition ready for placement as they reach the job.

Items 17 and 18 - Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 19 - Report estimated total weight of steel products not appropriate for Items 13, 14 and 26, such as joint devices, tubular piling, etc.

Items 20, 21, and 22 - Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail.*

Item 23 - Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals.*

Item 24 - Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaires, etc. Do not include traffic signals.*

Item 25 - Report final contract amount for traffic signals.*

Item 26 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 27 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.

Item 28 - Report, by size, total number of linear feet of clay pipe.

Item 29 - Report, by size, total number of linear feet of corrugated aluminum culvert.


Item 30 - Report, by size, total number of linear feet of plastic pipe.

EXHIBITS
 Voucher for Work Performed Under Provisions of the Federal
 Aid and Federal Highway Acts, as amended

ACC-9021

Office of Management and Budget
 Paperwork Reduction Project 2125-0507
 Washington, D.C. 20503

Federal Highway Administration
 Office of Fiscal Services, Finance Division-HFS-20
 400 Seventh Street, SW.
 Washington, D.C. 20590

 U.S. Department of Transportation Federal Highway Administration		Voucher for work performed under provisions of the Federal Aid and Federal Highway Acts, as amended			STATE VOUCHER NO.	
		APPROPRIATION(S)		FHWA VOUCHER NO.		
THE UNITED STATES, DR., TO <i>(Insert official or depository named in project agreement)</i>				PAID BY		
State Treasurer, c/o Director, Division of Accounts				(For use of Paying Office)		
ADDRESS Kentucky Transportation Cabinet 200 Mero Street Frankfort, KY 40622						
STATE Kentucky		VOUCHER TYPE <i>(Check Appropriate Block)</i>				
VOUCHER PERIOD		FROM		FEDERAL AID PROJECT NO.		
		TO				
		01/31/07				
(*) Use Form FHWA-1447 for Final Voucher for a project constructed under certification acceptance or secondary road procedures (23 U.S.C. 117)						
TOTAL ACTUAL COSTS	TOTAL PARTICIPATING COST	PRO-RATA OF PARTICIPATING COST CLAIMED FROM U.S.	TOTAL AMOUNT CLAIMED FROM U.S.	LESS PREVIOUS PAYMENTS	NET AMOUNT CLAIMED	
					\$0.00	
\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
<i>I certify that the cost shown in this voucher have been incurred in accordance with terms of project agreements, applicable State and Federal law or regulations, and that no claim has previously been submitted for costs claimed.</i>						
STATE HIGHWAY AGENCY			DATE	SIGNATURE OF AUTHORIZED OFFICIAL		
Kentucky Transportation Cabinet			01/31/07			
<i>I certify that supporting records for costs claimed, and the referenced project (if applicable), have been subject to required reviews, approvals, and inspection by the Federal Highway Administration and that the amount approved is justly due.</i>						
AMOUNT SUBMITTED		_____ SIGNATURE OF FHWA REPRESENTATIVE (SIGN ORIGINAL ONLY) _____ DATE APPROVED				
- 0 -						
ADJUSTMENTS						
AMOUNT APPROVED						

Form PR-20

PREVIOUS EDITIONS ARE OBSOLETE

51210 M-346

<p>Kentucky Transportation Cabinet Engineering and Engineering-Related Services Pay Estimate</p>		<p>TC 61-408 Rev. 01-08</p>
<p>Document No.</p>	<p>Item No.</p>	<p>Estimate No.</p>
<p>Consultant Name and Address</p>		<p>Effective Date of Notice to Begin Work Work May Not Begin Before This Date</p>
<p>Date</p>		<p>For Work Done Through</p>
<p>County</p>		
<p>Description of Work</p>	<p>Method of Fee</p>	<p>Total Amount of Contract</p>
<p>INSTRUCTIONS Do not enter information in shaded areas. There are formulas in many of these fields. You must complete nonshaded fields, except for Miscellaneous Information Total Contract Amount must include original contract amount plus all finalized modifications. For statewide contracts, the letter agreement amount will serve as the Contract Amount. List only one letter agreement per Pay Estimate Sheet.</p>	<p>Total % Prev. Est.</p>	<p>% This Est.</p>
	<p>Total % to Date</p>	<p>Earnings This Estimate</p>
	<p>Previous Earnings</p>	<p>Total Earnings to Date</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
	<p>#DIV/0!</p>	<p>0.00</p>
<p>Totals</p>		<p>0.00</p>
<p>Pg 2</p>		<p>0.00</p>
<p>Miscellaneous Information</p>		
<p>DBE Portion of Estimate</p>		
<p>Consultant Signature</p>		<p>Total Earnings to Date Less Previous Earnings Total This Estimate</p>
<p>Transportation Project Manager Signature</p>		<p>0.00 0.00 0.00</p>

TC 31-3 Rev. 12/87	KENTUCKY TRANSPORTATION CABINET Division of Accounts		CH # _____
STATEMENT OF CHARGES (Prepare 3 copies and attach 1 to each of the 3 copies of your invoice)			
MAIL TO: DISTRICT _____		ATTENTION: _____ District Engineer	
ADDRESS: _____ _____			
AGENCY NAME AND ADDRESS WHERE RECORDS MAY BE AUDITED			FEDERAL #(s) _____ UPN #(s) _____ COUNTY(ies) _____ ROAD NAME _____
AGREEMENT AMOUNT	\$		
Change Order(s) #1			AGENCY PROJECT #
#2			AGENCY INVOICE
#3			OR WORK ORDER #
#4			FROM: _____
TOTAL	\$		TO: _____
NOTE: If the amount of this bill applies to more than one county or Project, the correct distribution MUST be shown on the following lines. _____ _____		BILL # _____ <input type="checkbox"/> CURRENT <input type="checkbox"/> FINAL AMOUNT OF THIS BILL _____ PREVIOUS BILLS SUBMITTED _____ TOTAL BILLS SUBMITTED TO DATE _____	
CERTIFICATION I certify that the attached invoice is a true statement of cost incurred by our agency on the subject project and such costs are eligible for payment in accordance with the agreement we signed with the Kentucky Transportation Cabinet _____ (Signature) _____ (Title)			
FOR THE KENTUCKY			
TRANSPORTATION CABINET	_____ Checked	_____ District Agent or Engineer	_____ Date
	_____ Approved	_____ Designated Representative	_____ Date
Distribution:			
<input type="checkbox"/> Accounts	<input type="checkbox"/> District	<input type="checkbox"/> Originator (Company)	

KENTUCKY TRANSPORTATION CABINET FRANKFORT, KENTUCKY		PROJECT AUTHORIZATION				AUTHORIZATION NO. _____				
92844 000		IT IS HEREBY ORDERED THAT THE PROJECT HEREIN DESCRIBED BE UNDERTAKEN AND ACCOMPLISHED WITHIN THE FUNDING LEVEL AUTHORIZED								
1. PROJECT ID	A: PROJECT ID NUMBER	B: FEDERAL PROJECT NO.	C: DISTRICT HWY	D: COUNTY	E: 6 YR ITEM NUMBER					
F: TYPE OF PROJECT		G: ROUTE NUMBER	H: FACILITY NAME		I: SYSTEMS					
J: PROJECT LENGTH	K: SCOPE OF PROJECT									
L: NO OF BRIDGES		M: PROGRAM PRIORITY	N: RS ITEM NUMBER		O: 6 YR PLAN PARENT NUMBER					
2. PROJECT PHASE AND RESPONSIBILITY	A. PLANNING		B. DESIGN		C. RIGHT OF WAY					
	E. CONSTRUCTION		F. TITLE DEEDED TO:		G. MAINTENANCE					
D. UTILITIES		H. OTHER								
3. FUNDING & TIME ACCOUNTABILITY	PARTICIPATING AGENCIES									
FEDERAL _____		STATE _____		LOCAL _____		OTHER _____				
REQUESTED FUNDS FOR THIS AUTHORIZATION										
ITEM NUMBER SUFFIX	PHASE	FUND	PROGRAM	FISCAL YEAR		FEDL APPR. CODE	ENACTED 6YR PLAN AMOUNT	% DIFFERENCE VS 6YP AMT	CURRENT FUNDING REQUEST	
				FEDERAL	STATE					
CURRENT ESTIMATE APPROVED BY:		DATE	CURRENT FUNDING REQUEST TOTAL				0			
AUTHORIZATION SUMMARY FOR THIS 10-1 SERIES										
PHASE	INITIAL PROJECT ESTIMATE		CURRENT PROJECT ESTIMATE		TOTAL AUTHORIZATION TO DATE (INCL. CURRENT REQUEST)					
NON-HIGHWAY	\$	0	\$	0	\$	0	\$	0	\$	0
PLANNING	\$	0	\$	0	\$	0	\$	0	\$	0
DESIGN	\$	0	\$	0	\$	0	\$	0	\$	0
RIGHT-OF-WAY	\$	0	\$	0	\$	0	\$	0	\$	0
UTILITIES	\$	0	\$	0	\$	0	\$	0	\$	0
CONSTRUCTION	\$	0	\$	0	\$	0	\$	0	\$	0
TOTAL	\$	0	\$	0	\$	0	\$	0	\$	0
4. REMARKS:										
PROJECT APPROVAL RECOMMENDED BY:					SIGNED AND APPROVED BY:					
_____ SIGNATURE					_____ SECRETARY OF TRANSPORTATION OR DESIGNATED REPRESENTATIVE					
DATE										

TC 10-1 REV 8/95

CB

KENTUCKY TRANSPORTATION CABINET

TASK ORDER AGREEMENT COMPLETION NOTIFICATION

Please forward to the Division of Accounts when a Task Order (TO) has been completed, all charges have been posted to the assigned TO number, and the TO is ready to be billed.

Phone: (502) 564-7337 Fax: (502) 564-5621

TO BE COMPLETED BY DISTRICT BOOKKEEPER

Second-Party Billing Information

TASK ORDER _____ SECOND-PARTY NAME: _____
NUMBER:

SECOND-PARTY CONTACT: _____ PHONE: _____

SECOND-PARTY VENDOR NUMBER OR 3-DIGIT AGENCY CODE (If Applicable): _____

SECOND-PARTY ADDRESS: _____

COST ANALYSIS TASK ORDER AGREEMENT

Amounts must match exactly to charges posted

Total FE01 Maintenance Charges _____

Total FE04 Traffic Charges _____

Total Labor Charges _____

TOTAL OF CHARGES TO BE BILLED TO SECOND PARTY _____

I hereby certify the above-referenced TO was completed on the _____ day of _____, 20____, that all charges have been posted, and the Second Party of Agreement may be billed.

PARTY OF THE FIRST PART

TITLE

SUBMITTED BY: _____ PHONE: _____





TC 31-558E
Rev. 07/2006

KENTUCKY TRANSPORTATION CABINET

MASTER AGREEMENT FOR SERVICES TO BE PERFORMED FOR GOVERNMENTAL AGENCIES

Master Task Order Agreement Number _____

This agreement made and entered into by and between Kentucky Transportation Cabinet, party of the first part, and _____, party of the second part.

WITNESSETH:

WHEREAS, the party of the second part has requested the party of the first part to perform the hereinafter described services; and

WHEREAS, the party of the first part has agreed to perform said services at the expense of the party of the second part; and

NOW THEREFORE, it is hereby agreed between the parties hereto as follows :

- (1) The party of the first part does agree to perform the hereinafter described services and does agree to interaccount the party of the second part for the actual costs incurred in rendering said services.
- (2) The party of the first part agrees that the herein described services are to be performed At any given time within one year of agreement date.
- (3) The party of the second part does agree to be liable to the party of the first part for the actual costs of the herein described services and to pay the actual costs of said services upon being interaccounted for said services by the party of the first part. Either party may terminate this agreement for convenience upon (30) days notice.
- (4) The party of the second part agrees that the services requested herein will be for public use and that no part will be diverted to private use.

SERVICES TO BE PERFORMED

LOCATION

DESCRIPTION OF SERVICES: Any purchase and/or service not exceeding \$1,000 per task within one year of agreement date.

ESTIMATED LABOR COSTS	_____
ESTIMATED EQUIPMENT RENTAL COST	_____
ESTIMATED MATERIAL COST	_____
ESTIMATED SUPPORT COST	_____
TOTAL ESTIMATED COST	_____

IN TESTIMONY WHEREOF, witness the duly authorized signatures of the parties hereto this _____ day of _____, _____.

APPROVED AS TO FORM AND LEGALITY
KENTUCKY TRANSPORTATION CABINET

PARTY OF THE FIRST PART

TITLE _____

PARTY OF SECOND PART

TITLE _____



KENTUCKY TRANSPORTATION CABINET

MASTER TASK ORDER AGREEMENT COMPLETION NOTIFICATION

Please forward to Division of Accounts once all charges have been posted to the assigned MASTER TASK ORDER AGREEMENT and the entity is ready to be billed.

Phone 502-564-7334 Fax 502-564-5621

TO BE COMPLETED BY DISTRICT BOOKKEEPER

Second Party billing information

TASK ORDER _____ SECOND PARTY _____
NUMBER: _____ NAME:
SECOND PARTY CONTACT: _____ PHONE: _____
SECOND PARTY VENDOR/3 DIGIT AGENCY CODE (if applicable) _____
SECOND PARTY ADDRESS _____

COST ANALYSIS FOR TASK ORDER

Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____
Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____
Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____
Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____
Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____
Purchase Order No. _____	FE01 \$ _____	FE04 \$ _____	LABOR \$ _____

I hereby certify the above referenced MASTER TASK ORDER purchase orders have been completed for this month _____ of 20____, that all charges have been posted, and the Second Party of Agreement may be billed.

PARTY OF FIRST PART (District Bookkeeper)

TITLE _____

PHONE: _____

**Master Task Order Agreement and Task Order Number
Procedure**

- A Master Task Order Agreement (MTOA) may be established for any government entity that has an ongoing relationship with KYTC for purchases of traffic supplies or maintenance services.
- The government entity must present a purchase order (PO) to bill services or purchases to a MTOA.
- Individual purchases billed to a MTOA may not exceed \$1,000. Individual purchases that exceed \$1,000 must have a unique Task Number.
- MTOAs will be renewed annually but can be terminated at any time by either party upon notification. Termination of a MTOA must go through the District Bookkeeper to the Division of Accounts (Accounts).
- Any entity entering into a MTOA must complete a TC 31-558E agreement. The district bookkeeper must the completed agreement to Accounts via fax number: (502) 564-5621, Attn. General Accounts-Task Order.
- Accounts will issue a MJA Number for that entity to be used for each purchase or service (not exceeding \$1,000.00 per job) provided by KYTC.
- Traffic and Maintenance personnel posting charges to a MTOA Number must include a purchase order number in the description column and submit a copy of the purchase order to the District Bookkeeper for the services or purchases provided. If there isn't a purchase order form, personnel posting charges **must** fill out either form TC 31-556 (Traffic) or TC 31-555 (Maintenance) TASK ORDER SHEET and send the forms to the District Bookkeeper for documentation purposes. **Every purchase order or form MUST include a MTOA number.**
- At the beginning of each month, the District bookkeeper will send a MTOA Number Completion Form TC 31-557E for each MTOA Number used in the prior month along with all purchase order numbers and related charges to Accounts for billing. Entities with MTOAs will be billed on the 15th of each month for charges accrued. Accounts will analyze charges and verify with the District Bookkeeper that all charges have supporting documentation before billing.

KENTUCKY TRANSPORTATION CABINET

**TRAFFIC TASK ORDER CHARGE SHEET
FOR SERVICES PERFORMED FOR GOVERNMENTAL ENTITIES**

Please forward to District Bookkeeper.

TO BE COMPLETED BY TRAFFIC PERSONNEL

TASK ORDER NUMBER: _____ LOCATION OF TASK ORDER: _____

KYTC DISTRICT EMPLOYEE OVERSEEING TASK ORDER:
NAME: _____ PHONE: _____

TRAFFIC CREW NUMBER: _____ COUNTY: _____

DESCRIPTION OF SERVICES PERFORMED:

TASK ORDER CHARGE ANALYSIS FOR WORK PERFORMED

Material Charges _____
Equipment Charges _____
Labor Charges _____
Rental Charges _____

NOTES:

TASK ORDER STATUS: Task Order Finalized: Task Order Incomplete:

PREPARED BY: _____ **DATE SUBMITTED:** _____

KYTC Traffic Personnel

BOTTOM PORTION FOR DISTRICT BOOKKEEPER USE ONLY

Date Received: _____
KYTC District Bookkeeper Name: _____ **Phone:** _____

KENTUCKY TRANSPORTATION CABINET

**MAINTENANCE TASK ORDER CHARGE SHEET
FOR SERVICES PERFORMED FOR GOVERNMENTAL ENTITIES**

Please forward to District Bookkeeper.

TO BE COMPLETED BY MAINTENANCE PERSONNEL

TASK ORDER NUMBER: _____ LOCATION OF TASK ORDER: _____

KYTC DISTRICT EMPLOYEE OVERSEEING TASK ORDER:

NAME: _____ PHONE: _____

MAINTENANCE CREW NUMBER: _____ COUNTY: _____

DESCRIPTION OF SERVICES PERFORMED:

TASK ORDER CHARGE ANALYSIS FOR WORK PERFORMED

Material Charges _____

Equipment Charges _____

Labor Charges _____

Rental Charges _____

NOTES:

TASK ORDER STATUS: Task Order Finalized: Task Order Incomplete:

PREPARED BY: _____ DATE SUBMITTED: _____

KYTC Maintenance Personnel

BOTTOM PORTION FOR DISTRICT BOOKKEEPER USE ONLY

Date Received: _____

KYTC District Bookkeeper Name: _____ Phone: _____

Approver's Initials
First Level _____
Second Level _____

KENTUCKY STATE TREASURY
CASH RECEIPT TRANSMITTAL FORM

Dept. Name: Transportation -

Date of Transmittal:

The following Cash Receipts are hereby transmitted to the Kentucky State Treasurer:

<u>Dept. Number</u>	<u>Cash Receipt Number</u>	<u>Cash Receipt Total</u>	<u>Cash Included</u>
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Contact Person:

Phone Number:

E-Mail Address:

COMMONWEALTH OF KENTUCKY
FINANCE AND ADMINISTRATION CABINET
LEGISLATIVE CLAIM REQUEST

AGENCY INFORMATION

REQUESTING AGENCY	
CONTACT NAME	
CONTACT TELEPHONE	

VENDOR INFORMATION

VENDOR NAME	
VENDOR ADDRESS	
VENDOR NUMBER	

CLAIM INFORMATION

ACCOUNTING STRING (if agency were paying document) (FUND-AGENCY-PBU-OBJECT)	
AMOUNT OF CLAIM	
REFERENCE DOCUMENT (if applicable)	
TIME PERIOD COVERED BY CLAIM	
EXPLANATION (Please explain why this is a Legislative Claim in one or two paragraphs)	

AGENCY AUTHORIZATION

Signed:		Date:	
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Commonwealth of Kentucky Commerce Cabinet	
State Park Travel Authorization	
Park and Central Office Use Only	
IET# _____	Arrival Date: _____
Actual Amt _____	Departure Date _____
Date _____ Traveler ID (optional) _____	
Name _____	
Accounting Template (Required) _____	
Department/(Agency)# _____	
Name of Park Visiting _____	
Estimated Amount of Lodging _____	
Dates Trip To Be Taken:	Arrival Date _____
	Departure Date _____
Employee Signature _____	
Supervisor	Date _____
Approval _____	

An approved State Park Travel Authorization form must be presented to the front desk upon check-in. The State Park Travel Authorization form must contain an amount, supervisor signature and an accounting template. The account template authorizes the State Parks as the seller the right to complete the transfer of funds. (Upon completion the Front Desk will forward to the Business Office.)

Revision 06/27/06



Kentucky State Resort Parks

offer state employees on official travel inter-account accommodation charges at a tax-exempt rate. *The employee needs to make arrangements through their department to obtain approval for the inter-account authorization.* An approved State Park Travel Authorization form must be presented to the front desk upon check-in. The State Park Travel Authorization form must contain an amount, supervisor signature and an accounting template. The account template authorizes the State Parks as the seller the right to complete the transfer of funds. (Upon completion the Front Desk will forward to the Business Office.)

Below is a listing of State Resort Parks, their addresses, and telephone numbers. Reservations can be made online at <http://www.kystateparks.ky.gov/reservations.htm> or calling their respective Toll Free Number. Information may be obtained for all parks by calling 1-800-255-7275. Should you have any questions regarding inter-account authorization forms, please call the Accounting Division at 564-4264, extension 346. To inquire about group reservations, please call 564-2172.

Barren River State Resort Park

Lucas, KY 42156
Phone: (270) 646-2151
Toll Free: (800) 325-0057

Blue Licks State Resort Park

Mt. Olivet, KY 41064
Phone: (859) 289-5507
Toll Free: (800) 443-7008

Buckhorn Lake State Resort Park

Buckhorn, KY 41721
Phone: (606) 398-7510
Toll Free: (800) 325-0058

Carter Caves State Resort Park

Olive Hill, KY 41164
Phone: (606) 286-4411
Toll Free: (800) 325-0059

Cumberland Falls State Resort Park

Corbin, KY 40701
Phone: (606) 528-4121
Toll Free: (800) 325-0063

Dale Hollow State Resort Park

Bow, KY 42717-9728
Phone: (270) 433-7431
Toll Free: (800) 325-2282

General Butler State Resort Park

Carrollton, KY 41008
Phone: (502) 732-4384
Toll Free: (866) 462-8853

Greenbo Lake State Resort Park

Greenup, KY 41144
Phone: (606) 473-7324
Toll Free: (800) 325-0083

Jenny Wiley State Resort Park

Prestonsburg, KY 41653
Phone (606) 886-2711
Toll Free: (800) 325-0142

John James Audubon State Park

Henderson, KY 42420
Phone (270) 826-2247

Kenlake State Resort Park

Hardin, KY 42048
Phone (270) 474-2211
Toll Free: (800) 325-0143

Kentucky Dam State Resort Park

Gilbertsville, KY 42044
Phone (270) 362-4271
Toll Free: (800) 325-0146

Lake Barkley State Resort Park

Cadiz, KY 42211
Phone (270) 924-1131
Toll Free: (800) 325-1708

Lake Cumberland State Resort Park

Jamestown, KY 42629
Phone (270) 343-3111
Toll Free: (800) 325-1709

Natural Bridge State Resort Park

Slade, KY 40375
Phone (606) 663-2214
Toll Free: (800) 325-1710

Pennyrile Forest State Resort Park

Dawson Springs, KY 41653
Phone (270) 797-3421
Toll Free: (800) 325-1711

Pine Mountain State Resort Park

Pineville, KY 40977
Phone (606) 337-3066
Toll Free: (800) 325-1712

Rough River State Resort Pk

Falls of Rough, KY 40119
Phone (270) 257-2311
Toll Free: (800) 325-171



**KENTUCKY FINANCE AND ADMINISTRATION CABINET
Division of Fleet Management
Motor Pool Customer Information**

FM-9
Rev. 5/11

Name:	
(Exactly as it appears on your Driver's license)	
Driver's license number:	
Cabinet:	CODE:
Division:	CODE:
Office Phone:	
Cell Phone:	
Email:	

Signature is required when presented to the Division of Fleet Management and before a vehicle is provided.

I certify that I have reviewed the current Finance and Administration Cabinet, Guide for Drivers of the Commonwealth's Vehicles. As an employee or designated agent of the Commonwealth of Kentucky, I agree to adhere to all of the conditions provided therein. I understand that the failure to comply with these guidelines can result in the loss of permission to operate a state vehicle as well as disciplinary action, up to and including dismissal.

I additionally certify that I have a current and valid driver's license.

Driver Name _____ Title _____

Driver Signature _____

This form should be returned to Division of Fleet Management via email or fax (502.564.1274)

PLEASE ALLOW 24 HOURS FOR PROCESSING

See reverse side for selected information for drivers of Division of Fleet Management vehicles.

Complete information is located in the Finance and Administration Cabinet, Guide for Drivers of State Vehicles available on the web at: <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>

Additional restrictions may be established by your agency.

For Drivers of Division of Fleet Management Owned Vehicles

Complete information is located in the Finance and Administration Cabinet, Guide for Drivers of the Commonwealth's Vehicles available on the web at:

<http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>

Additional restrictions may be established by your agency.

Authorization: The Director of Fleet Management reserves the right to withhold authorization.

Permitted Drivers: Must be an employee or "authorized agent" of the Commonwealth; possess a valid driver's license; and be at least eighteen (18) years of age.

Permitted Vehicle Use: Commonwealth of Kentucky vehicles are for official business of the Commonwealth. The driver and passengers must comply with all state and local laws, policies, rules and regulations and drive in a legal, safe and courteous manner.

Permitted Passengers: Passengers in state vehicles are limited to state government employees and persons associated with official state business. Transport of non-state employees must be approved via Authorization to Transport Non-State Employee Passengers in a State-Owned Vehicle, FM-6.

Prohibited Vehicle Use: Inappropriate and prohibited use includes, but is not limited to:

- Reckless driving, speeding, or any other traffic violation
- Use of radar detection devices
- Personal use or convenience travel
- Using alcohol, illegal drugs or other illegal substances while operating a motor vehicle
- Transporting or possessing alcohol, illegal drugs or other illegal substances unless required as part of your official job duties
- Transporting non-state employee passengers unless authorized
- Transporting hitchhikers or other unauthorized passengers, including family members
- Tampering with or removal of any GPS device or component thereof
- Electronic communications including text messaging while driving a state vehicle
- A trip that is exclusively, or in part, for the purpose of campaigning in support of or in opposition to any candidate for national, state or local office
- Any other use not expressly authorized by KRS 44.045

State agencies may impose additional restrictions or prohibitions regarding state vehicle use.

Traffic Violations: Any traffic violation incurred while operating a Fleet Management vehicle is the personal responsibility of the driver. Drivers shall be responsible for promptly paying all vehicle fines. A driver must notify Fleet Management, through the agency contact, within 24 hours of receiving a citation in a Fleet Management-owned vehicle.

Child Safety Restraints: Children transported in a state vehicle shall be properly secured in a child restraint system that meets federal motor vehicle safety standards per KRS 189.125.

Seat Belts: Drivers and all passengers in state vehicles shall comply with the Kentucky seat belt law.

Smoking: Smoking is strictly prohibited in all Fleet Management or Commonwealth-owned vehicles.

Illegal Drugs or Alcoholic Beverages: Individuals under the influence of illegal drugs or alcoholic beverages shall not operate Commonwealth-owned or Fleet Management-owned vehicles. Transport or possession of illegal drugs or alcoholic beverages is prohibited in state fleet vehicles at all times.

Vehicle Tracking (GPS): State vehicles may be equipped with automatic tracking devices. Information from these devices will assist the Commonwealth to ensure efficient vehicle operation. Items such as mileage, speed, idle times, utilization or travel routes may be monitored without the driver's knowledge. Tampering with or removing a GPS device or component thereof from a state vehicle is strictly prohibited.

Complaints and "How's My Driving" program: To promote safe and appropriate vehicle use, the Division of Fleet Management operates a "How's My Driving" campaign, allowing citizens to contact Fleet Management in the event that a vehicle is being operated in an inappropriate manner. Complaints are documented and forwarded to the appropriate agency for action and response. Appropriate actions will be reviewed and determined on a case by case basis.

Breakdown and emergency information: Phone numbers are located on the vehicle windshield as well as the key pouch.

15-Passenger Vans: Before an employee or authorized agent is permitted to drive a 15-person van, a mandatory driver safety training course must be completed. See [Guide for Drivers of the Commonwealth's Vehicles](#) for more information.