



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
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Matthew G. Bevin
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MEMORANDUM

TO: All Prequalified Consultants
KYTC Project Managers
KYTC Division Directors

FROM: Eric Pelfrey, P.E. *EP*
Director, Division of Professional Services

DATE: May 3, 2019

SUBJECT: Travel Time Compensation

This Memorandum shall serve as the official policy to establish fair and consistent allowances for all necessary travel of various services for transportation projects. Travel time compensation for surveying crews will remain as governed by [600 KAR 6:070](#).

In accordance with travel allowances of specific tasks for engineers and technicians, the Division of Highway Design has revised their [Description of Items Production-Hour Worksheet](#) document. While previously permitted although not specifically stated, several items have been revised to formally include consideration of travel for various project team meetings. The project team shall identify travel time during pre-design meetings and if approved shall be included within line item estimates for specific meetings.

Although inspection services often do not have a similar standard production-hour worksheet, travel time compensation for inspection services shall also be included within specific items rather than as a stand-alone item or direct cost. The consultant and Cabinet should identify travel impacts of each inspection task during the scoping meeting and consider reasonable travel allowances for production-hour estimates and negotiations.

Effective with this Memorandum, fee proposals for all related contracts, contract modifications, and letter agreements shall adhere to these travel time compensation policies.

