

Grant Awards

Kathy Olson has received funding on a new five-year grant from the Administration on Developmental Disabilities, titled "*Education to Promote Individualization, Collaboration and Support*". This project will address training issues across the state related to persons dually diagnosed with mental illness and mental retardation.

David Lindeman received funding from the Kansas State Department of Education for the *Kansas Inservice Training System (KITS)* project for its fifth year. Additionally, Kansas Department of Health and Environment provided new award for the expansion of this project to provide training and technical assistance to programs serving infants and toddlers and their families..

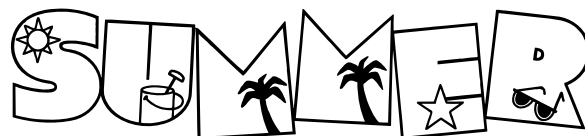


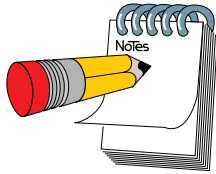
Presentations

At the 1998 Leadership Conference in Special Education held last month in Manhattan, Kathy Olson and Patty Black presented a poster session, titled "*Kansas University Affiliated Program: Competency-Based Training for Supported Employment Specialists*".

David Lindeman, Vera Stroup, and Misty Goosen also presented three posters at the same conference on "*Kansas Inservice Training System (KITS)*"; "*Exemplary Practices*"; and "*Quality Standards for Early Childhood Education*".

Chuck Spellman and Pamela Cress presented the "*Assistive Technology for Kansans*" poster session. Chuck also participated with Marti Campbell in the Cracker Barrel session on "*Assistive Technology and Education*".





Notes . . .
from Laura Hanigan

Changes to the State/University Travel Policies

It is that time again when additions, deletions, increases and decreases take effect.

1) Reimbursement rate for privately owned vehicles taking place on or after July 1, 1998, are:

\$0.16 per mile for privately owned motorcycle

\$0.32 per mile for privately owned automobile

\$0.44 per mile for privately owned airplane

\$0.44 per mile for privately owned especially equipped vehicle for the physically disabled

2) Subsistence allowance rates have been revised. This has broadened the definition of Washington, D.C. and New York City as "out-of-state special designated high-cost geographical areas"

Washington, D.C. includes the cities of Alexandria, Fairfax, and Falls Church and the counties of Arlington, Fairfax and Loudon in Virginia, and the counties of Montgomery and Prince Georges in Maryland.

New York City includes all locations with the counties of Nassau and Suffolk.

3) Meal Allowance:

In-state	\$7.00 per quarter-day
In-state, designated high cost geographic area	\$7.25 per quarter-day
Out-of-state, regular	\$7.25 per quarter-day
Out-of-state, designated high-cost geographic area	\$7.50 per quarter-day
Out of state, special designated high-cost geographic areas	\$10.50 per quarter-day
International travel	\$10.50 per quarter-day or actual expenses not to exceed \$76 per day

MORE

4) Reduced Meal Allowance

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the University or supplied without cost by another party, the meals allowance should be reduced as follows:

	Breakfast	Lunch	Dinner
In-state	\$6.50	\$7.50	\$14.00
In-state, designated high cost geographic area	\$7.00	\$8.00	\$14.00
Out-of-state, regular	\$7.00	\$8.00	\$14.00
Out-of-state, designated high-cost geographic area	\$7.00	\$8.00	\$15.00
Out of state, special designated high-cost geographic areas	\$10.00	\$11.00	\$21.00

5) Lodging Expense Limitations:

	State Funds	Grant Funds (more than 50%)
In-state	\$54.00	\$81.00
In-state, designated high cost geographic areas	\$68.00	\$102.00
Kansas City, KS, Wichita, Manhattan, Topeka (includes all Johnson, Wyandotte, Sedgwick, Shawnee & Riley counties) (150% rule)		
Out-of-state, regular	\$81.00	\$121.50
Out-of-state, designated high-cost geographic area	\$118.00	\$177.00
Out of state, special designated high-cost geographic areas (District of Columbia, Borough of Manhattan)	\$129.00	\$193.50
International travel	Actual	Actual
Conference lodging qualified under K.A.R. 1-16-18a(e)		Actual

K.S.A. 75-3207a(e) provides that the daily lodging expense limitations established above may be exceeded by the lesser of either: (1) an additional 50% of the applicable lodging expense limitation, or (2) the actual lodging expense incurred. Should these expenses exceed the limitation an actual conference lodging form must be completed before the trip.

Lodging Taxes: The regulation has been amended to allow application of the lodging limits to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the established lodging limitation by as much as the amount of associated tax.

MORE

6) Additions and deletions have been made to the list of high-cost geographic areas. Please check with staff who prepare travel vouchers.

Changes to the Crinc Travel Policies

1) Reimbursement rate for privately owned vehicles for taking place on or after July 1, 1998 are:

\$0.32 per mile for privately owned automobile

2) **Per Diem allowance:** The new per diem allowance is \$10.00 per quarter or an estimate of \$40 per day, regardless of location. We are no longer required to list individual meal cost for each day.

3) **Lodging:** Room charges of \$150.00 before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the established lodging limitation by as much as the amount of associated tax.

Changes to Mileage Chart:

A new mileage chart has been issued by KDOT. Mileage distances to some cities may have changed to reflect turnpike miles to show the shortest distance between cities. Turnpike tolls should be included if turnpike miles are included on the voucher. The chart mileage should be used if the city is on the chart, because the state plans to use this mileage when auditing vouchers. You may either borrow the mileage chart from Tammy Schoenhofer in Research or Mary Maxwell in UAP.



Travel generates a lot of paperwork, so . . .
from Mary

More Travel Policy Changes

Effective July 1, 1998, several changes were made in travel reimbursement policies. A few of the changes are listed below. If you have any questions regarding your trip, please talk to the person doing your travel.

State Employees Sharing Rooms: While employees are not required to share lodging accommodations with another state employee when traveling, we will no longer require separate receipts from the lodging establishment showing that each traveler paid a portion of the room charge. When employees choose to share a room, one employee may claim the entire room charge. However, the two payment vouchers must continue to be cross-referenced.

Express Checkout: Employees using express checkout at lodging establishments do not always have a receipt marked "paid" at the time the reimbursement request is submitted. Provided the dates of the stay, the room rates, and total charges are in agreement, the receipt does not have to indicate "paid".

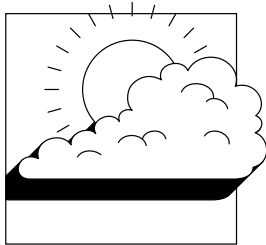
Turnpike Tolls/Local Transportation: Receipts are no longer required for turnpike toll claims or for local transportation. However, the traveler is ultimately responsible for claiming only true and actual expenses.

Visitor Parking

Effective Immediately: The three spaces on the south side of the UAP building have been designated for visitor parking only. Staff may use the parking spaces for being in the office short term (10 minutes or shorter) or for unloading purposes. State vehicles are not to be parked in these spaces either.

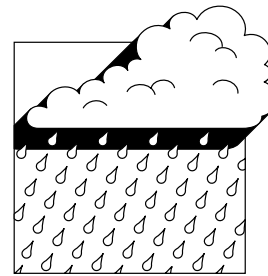
New Personnel

Dick Shores has three new staff on his grant: Karen Mahon is the new Project Coordinator and the two new data collectors are: Carla Buske and Mary Myers. Welcome aboard!



E-Mail at LSI/Parsons

A survey is being conducted to determine what features you would like to see be made on the system. If you have any ideas, suggestions, etc. please forward them to Tony Grady.



Affirmative Action Guidelines

There is a new Affirmative Action Handbook out with instructions, forms, and examples. The handbook is available on the Web. The address is: www.ukans.edu/~equalop. Highlights are:

- A full position description (in addition to a position announcement) is required for all unclassified staff and faculty positions.
- A copy of the cover letter and vita of each interview candidate must be submitted with the Pre-Interview Summary.
- A Search Waiver Request (SWR) form has been designed to provide a more efficient process for requesting direct appointments.
- The PeopleSoft position number will be used as the search number.

There are also some new guidelines, improved guidelines, and new items. Please be sure to retrieve these materials before you begin a search. Brenda at UAP, Jan and Pat at Research have downloaded hard copies.




My friend Mirko was starting a new job and gave his name to get an identification badge. When he was told that nicknames weren't allowed, he explained Mirko wasn't a nickname but his middle name, which he preferred. "Sorry," he was told. "We don't allow alternative names. You'll have to go by your first name, Matthew."

Mirko reluctantly agreed, and the next day went to pick up his badge. Under the photo in large type it read, "Matt".

~ August, Readers Digest

Summertime



The next
Project Directors meeting
will be on
Monday, September 14 - 10:00 a.m.
in the Research Center
conference room

"Quotable Quotes"

Deep summer is when laziness finds respectability.

~ Bern Williams



Important Reminder

If you are scheduling a meeting, workshop or other activity that will bring visitors into either of our buildings, please notify the people who work in that building by E-mail as soon as your plans are made and a definite date has been set. Don't forget to reserve the conference room you wish to use. A calender is posted on each door.

WHAT'S GOING ON?

<u>Date</u>	<u>Event</u>	<u>Where</u>
September 17-19	<i>5th Annual Assistive Technology Conference: From Awareness to Access V.</i> [Contact Person: Mary Dunbar, 785-272-4060]	Topeka, Kansas
September 23	<i>Functional Behavior Assessment and Planning</i> [Contact Person: Sheryl Bieker, 785-291-3097]	Video Conference Site
September 24-25	<i>Creating Opportunities for Diverse Learners in Classrooms.</i> Beatrice (BZ) Fennimore. [Contact Person: Vera Stroup, 316-421-6550, Ext. 1768]	Olathe Holiday Inn (24th) First Christian Church in Parsons (25th)
October 1-3	<i>Kansas Head Start Association Training Conference/KAEYC.</i> [Contact Person: Kim Moore, 316-978-3258]	Wichita, Kansas