

September, 1998

Mary Maxwell, Editor

## Publications

A recent publication of K. A. Lattal and M. Perone (Eds.) book , "Handbook of research methods in human operant behavior" include a chapter by Kate Saunders and Dean Williams titled, "*Stimulus-control procedures*" and one by G. Green and Richard Saunders titled, "*Stimulus equivalence*".

## On The Road

Outreach training was provided in Hammond, Louisiana, this month by David Lindeman on "*Public awareness and child find activities for programs serving infants and toddlers with disabilities*" and by Juliann Cripe, David Lindeman, D. Jones, and E. Mullis, "*Overview of FACETS activity-based intervention and future planning*".

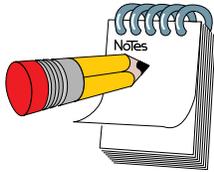
## New Appointment

Dean Williams has been appointed to a three-year term on the Board of Editors of the Journal of the Experimental Analysis of Behavior.

## Grant Award

Kathy Olson has received funding on a new two-year grant from the Kansas Council on Developmental Disabilities, titled "*Competency-Based Training for Supported Employment Specialists: Training, Certification, and Continued Education*".





Notes . . .  
*from Laura Hanigan*

On August 19, 1998, a Travel and Accounting Update meeting was presented in Lawrence in which Mary Maxwell, Brenda Parry, Tammy Schoenhofer, Kathy Morris, and myself attended. The following information will be helpful for all travelers. If you have any questions or concerns, please do not hesitate to contact me or the person doing your travel.

Border City Travel:

The traveler may now book lodging reservations for all border city travel. Please refer to the approved border city list in the "Employee Travel Expense Reimbursement Handbook". Border City consist of cities within a 200-mile radius of the state line.

Reduced Lodging Rate Available in Topeka:

The Ramada Plaza Inn in Topeka is offering a reduced rate of \$39.00 per night to state employees. If the hotel is already at 75% occupancy on the date(s) requested, the rate will be \$42.00. This offer is valid through April 30, 1999. Please contact the sales department of the Ramada Plaza Inn, 3802 S. Topeka Boulevard, Topeka KS 66609 or phone (785) 266-8880, ext. 471, Monday through Friday, to take advantage of this special rate. State travelers calling for reservations should identify themselves as state employees to receive this special rate.

Request for Actual Conference Lodging form must be filled out **prior** to travel if the lodging exceeds the limit, excluding taxes. **NO EXCEPTION TO THE RULE.**

Orlando, Florida is now considered a high cost city regardless of where you stay in Orlando.

Travelers/Travel Preparers **BEWARE:** If you are traveling from Parsons to Lawrence, then from Lawrence to the Med Center, it will no longer be lumped as one set distance, you will have to break it down. Example: You would have the 123 miles to Lawrence from Parsons, center of point of Lawrence to the turnpike 2.5 miles, from turnpike to turnpike 23 miles, plus whatever the toll booth charges were, from turnpike to the Med Center 18 miles and from the Med Center to Parsons. If you go beyond the center of town then you must prove you did this. If you are going to another state, such as Oklahoma, you must provide toll booth receipts since their rates are different than Kansas.

**MORE** →

CRINC limits regarding per diem and lodging are as follows:

Meals: \$10.00 per quarter (\$40.00 day)

Lodging: \$150.00 per day

CRINC meal reduction: When meals are included in the cost of registration or other charges paid by CRINC provided without cost to the employee, the meal allowance is reduced as follows:

Breakfast - \$8.00    Lunch - \$12.00    Dinner - \$20.00

\*\*\*Photocopy Card for CRINC Accounts Only\*\*\*

You are no longer required to go through State agencies such as KU Printer and Wescoe to get copies printed outside your facility, if you are paying for them from a CRINC account nor do you need to receive written permission. We presently have an account set up with Kinko's. You may go to any of the 850 Kinko locations in the United States and Canada and charge as long as you have checked out a credit card from Laura Hanigan and referenced your CRINC account number on the invoice. If you don't know your CRINC account number, please call the office (no guessing). Kinko's will give you the pink copy of the invoice (which is the official bill of sale); you must give that invoice to your accounts payable department for remittance processing. **DO NOT MISPLACE THIS RECEIPT.**

These cards may only be checked out for the length of your trip, so that every account has an opportunity to use them if needed. The card must be returned to me the day you return to the office (just like the state vehicle). If you have any questions or concerns, let me know.

#### Purchases of Merchandise and/or Services

An invoice must accompany ALL purchases. **NO EXCEPTION!** Before you pay for something, make certain that you are able to acquire a receipt, otherwise it will be out-of-pocket expense to you. If you are unsure, don't do it.



## New Web Sites

The State of Kansas Employee Travel Reimbursement Handbook has been updated and is now available:

<http://www.ink.org/public/da/ar/employee/travel/travel.html>

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To find the shortest distance between street addresses, you may log on to the website (this will give you the most direct route possible):

<http://www.lawrence.com>

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To find the shortest distance between two cities:

<http://www.ink.org/public/kdot/maps/mileage.html>

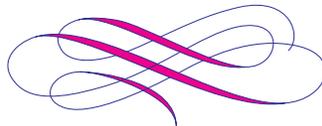
These distances are measured via the shortest US, K, Interstate Highway route combinations and the Kansas Turnpike, where it reduces the length of the trip by five or more miles.

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When checking mileage from a city in Kansas to a city in a different state, we should always use the following address per Jerry Williams at Travel Audit:

[www.mapquest.com](http://www.mapquest.com)

This is the reference the State of Kansas will use in auditing.



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

## 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>
October 20	<i>Infant/Toddler Regional Meetings</i> [Contact Person: Jayne Garcia, (785) 296-6136]	Stockton, Kansas
October 21	<i>Infant/Toddler Regional Meetings</i> [Contact Person: Jayne Garcia (785) 296-6136]	Newton, Kansas
October 21-23	<i>22nd Annual Governor's Conference for the Prevention of Child Abuse and Neglect</i>	Topeka, Kansas
October 27	<i>Creating Collaborative Partnerships Between LEAs and Head Starts, Annual Head Start/LEA Directors Meeting</i> [Contact Person: Misty Goosen (785) 864-0725]	Manhattan Holidome
October 28-30	<i>Council for Exceptional Children Conference</i> [Contact Person: Susan Bowles (785) 625-3257]	Manhattan Holidome