



OUT-OF-STATE SUMMARY OF TRAVEL REIMBURSEMENT GUIDELINES

SUBMISSION OF TRAVEL PAYMENT (TP) DOCUMENTS - All TPs must state the actual expense incurred by the individual, and shall not include expenses paid by other individuals or for the purchase of miscellaneous items which are not needed in the performance of official duties. TPs must be submitted within 30 days of the completion of travel.

TRAVEL DEPARTMENT AUTHORIZATION (TDA) - All out-of-state travel must be approved by the Department Head through the Online Travel Authorization (OTA) process.

TICKETS FOR TRANSPORTATION - Departments may establish internal policies directing individuals how and where to purchase tickets. A copy of the itinerary/invoice from the mode of transportation must be attached to the TP for reimbursement. Procedures 210.310 and 210.325

REGISTRATION FEES - All out-of-state registration fees must be paid by the individual or paid on a Travel Card. An actual registration receipt must be attached to the TP with the registration form and agenda. Procedure 210.320

LODGING - An actual receipt, which includes lodging facility name, address, rate, taxes, etc., is required to receive reimbursement for lodging. Credit card receipts are not acceptable. When seeking overnight lodging, request the state, conference, government, or commercial rate, as many facilities offer discount rates which an individual should obtain. Procedure 210.305

MEAL RECEIPTS - Meal receipts are required for travel, unless otherwise governed under a collective bargaining agreement (SPOC). Procedures 210.103 and 210.305

MEAL RATES – For current information of City Levels, click here: [Out-of-State City Levels](#)

	Level 1	Level 2	Level 3	Level 4
Breakfast	\$8.00	\$8.00	\$10.00	\$12.00
Lunch	\$10.00	\$11.00	\$12.00	\$15.00
Dinner	<u>\$19.00</u>	<u>\$25.00</u>	<u>\$29.00</u>	<u>\$38.00</u>
TOTAL	\$37.00	\$44.00	\$51.00	\$65.00

City levels are determined by the county in which they are located. Use of a [City & County Search](#) is helpful in determining the county a city is located in. Questions concerning city levels may be directed to DAS-SAE Daily Processing. Procedure 210.306

TAXI, PARKING, ETC - To receive reimbursement for taxi, parking, shuttle, etc., actual receipts are required. Procedure 210.135

RENTAL OR CHARTER OF SPECIAL CONVEYANCES - The rental or charter of aircrafts, automobiles, buses, etc., shall be held to a minimum. Specific justification and cost comparison must accompany the TP when these modes of transportation are utilized. Procedure 210.300

MISCELLANEOUS EXPENSES - Actual receipts must be attached to the TP to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable. Business related phone calls are allowable and an explanation of who was called must be included on the receipt. Procedure 210.140

BENEFITS DERIVED FROM TRAVEL - Any benefits derived from travel paid for by the State of Iowa belongs to the State and may not be used for personal use by the individual. These benefits include such items as cash payments, free tickets from accumulated frequent-flyer miles or free/reduced lodging. Procedure 210.110

This is a general summary of Out-of-State Travel Reimbursement Guidelines. Your department may have specific procedures in place to implement with these travel rules. If you have questions or need specific details, see your department's accounting staff.

If you need assistance, email [Nick Miller](#), DAS-SAE Division Administrator, or call (515) 281-4877.

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1. The phrase "Subsistence Allowance" used herein shall be construed to include all charges, including applicable taxes, for meals and lodging (single rates only).
2. Officers, Employees, Board and Commission members and other individuals traveling on behalf of the State shall be allowed lodging and meal expense when required to travel outside of the state with the appropriate approvals. They are reimbursed within the limits established as follows:
 - a. **Lodging.** Lodging is not limited outside the state, but the incurred expenditures are to be reasonable and within the amount of travel approved on the Travel Department Authorization (TDA) document. See Procedure 210.330.
 - (1) Actual receipts for lodging must accompany the Travel Payment (TP) document in order to receive reimbursement. A credit card slip is not allowable as an actual lodging receipt. The lodging receipt must be itemized and contain such information as the date(s) of the stay, room number, number of occupants, name of guest, name and location of lodging facility, charge per night and additional pertinent information which may be used to verify other sections of the TP.
 - (a) Express/Rapid Check Out receipts must be itemized as stated in (1). The receipt may not necessarily show a zero balance, but must show the method of payment provided (e.g. MC/Visa, cash, etc.).
 - (2) Reimbursement for lodging expense is limited to the night preceding and the night of the ending date of the conference or meeting.
 - (3) When employees room together, the cost of the room shall be split between the two employees equally. If only one receipt is provided, the actual receipt is attached to one travel payment, a copy of the receipt is attached to the other employee's travel payment, and the two TP documents must be adequately cross-referenced and submitted together. If two separate receipts are issued, no cross-referencing is necessary.
 - (4) When an employee works at one location for a week or more, the weekly or monthly rate of the facility shall be reported.
 - (5) The following Elected State Officials are not required to furnish lodging receipts: Governor, Lt. Governor, Auditor of State, Secretary of Agriculture, State Treasurer, Secretary of State, Attorney General, and State Legislators.
 - (6) When seeking overnight lodging, request a "State," "Government," "Commercial," or "Conference" rate as many facilities offer these "special" rates which a state employee can and should obtain.

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b. **Meals.** DAS-SAE has established reasonable maximum meal reimbursements through the authority of Section 11-41.6(2) of the Iowa Administrative Code. The allowance for meals shall be actual expenses, not to exceed the following limitations, which are detailed into four (4) levels. See Procedure 210.306 for the website containing cities and U.S. Territories which correspond to each level.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Breakfast	\$ 8.00	\$ 8.00	\$10.00	\$12.00
Lunch	10.00	11.00	12.00	15.00
Dinner	19.00	25.00	29.00	38.00
	\$37.00	\$44.00	\$51.00	\$65.00

- (1) Reimbursement for meals is limited to lunch and dinner the day preceding and breakfast and lunch the day after the conference or meeting. If the individual departs from the official domicile before 6:00 a.m. the day of the meeting, the individual is eligible to be reimbursed for breakfast. A notation of this must be included on the TP. If there is no notation on the TP, reimbursement for breakfast will not be allowed. See Procedure 280.201. If returning on the same day as the last day of the meeting, and arrival back at the official domicile is after 7:00 p.m., reimbursement for dinner is allowable. A notation of this must be included on the TP. If there is no notation on the TP, reimbursement for dinner will not be allowed. See Procedure 280.201.
- (2) The actual amount spent for the meal(s) must be reported on the individual's TP for reimbursement, even though the amount allowed will be the lesser of actual or the maximum.
- (3) Employees are not eligible for reimbursement of a meal if provided by an outside source.

EXAMPLE: Meals provided in the conference registration or purchased by other outside sources.

When the individual is not eligible for a meal, it must be noted on the TP. When this occurs, the maximum for the day becomes the allowable total of the other eligible meals on that particular day. See Procedure 280.201.

EXAMPLE: An employee is attending a two-day conference in Miami, FL (Level 4). On the first day, lunch and dinner are provided as part of the registration fee. The employee is eligible for reimbursement of breakfast only. Therefore he/she is eligible for the lesser of the actual cost of breakfast or the maximum allowed, which is \$12.00.

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(4) When the individual is eligible for more than one daily meal, the actual expense can be distributed between those eligible meals. The amount allowed will be the lesser of actual or maximum applicable to the combined cost of the eligible meals.

EXAMPLE: For this example using a city level 1, an individual attended a two-day conference. No meals are provided as part of the registration fee. The individual is eligible for reimbursement for breakfast \$8.00, lunch \$10.00 and dinner \$19.00. The individual did not eat lunch. The individual's breakfast expense is \$7.00 and dinner expense is \$29.00 for an actual total expense of \$36.00. The daily total eligible amount is \$37.00. The individual is eligible to be reimbursed for \$36.00.

(5) If an eligible meal is offered at the conference, but is not included in the registration fee, the actual amount of the meal shall be entered on the TP. To determine if reimbursement for the meal is allowable, see Procedure 210.315(4). If unsure, seek prior approval from DAS-SAE-Daily Processing. See Procedures 240.150 and 240.171. Documentation which supports this meal must be attached to the TP. As in (3) above, the meal is then deducted from the allowable reimbursable total of the other meals claimed.

EXAMPLE: Individual attends a conference in Waco, TX (Level 3). Cost of an allowable lunch, not included in the registration fee, is \$13.50, which is \$1.50 more than the maximum allowed. The individual must enter the actual amount of \$13.50 on the TP for lunch.

Documentation supporting the \$13.50 lunch must be included with the TP. In addition to reimbursement for the meal, the individual is also eligible for the lesser of the actual amount or the maximum allowed for breakfast and dinner in a Level 3 city, provided the individual was eligible to receive reimbursement for 3 meals that day.

(6) A tip of no more than 15% per meal, before tax, is allowable up to the maximum amount for reimbursement.

EXAMPLE 1: Individual is eligible for dinner while attending a conference in Akron, OH (Level 2). The actual cost of dinner was \$18.57 before tax, plus \$2.00/tax. The individual left a 15% tip of \$2.79. The individual may claim reimbursement of \$23.36, which is the lesser of the maximum allowed and the actual spent.

EXAMPLE 2: Individual is eligible for lunch while performing normal job duties in Kansas City, MO (Level 4). The actual cost of the lunch was \$4.67 before tax, plus 50¢ tax. The individual left a 15% tip of 70¢. The individual may claim

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reimbursement of \$5.87, which is the lesser of the maximum allowed and the actual spent.

- (7) Charges for room service are an allowable reimbursable expense if the total of meals, including the room service charge, is within the maximum allowable limits.
- (8) Alcoholic beverages are NOT an allowable expense or use of public monies.
- (9) Meals included on lodging receipts are matched to the TP.
- (10) When traveling out-of-state and there is no overnight lodging, the meals are taxable and must be coded to object code 2119. See Procedure 210.109 for the definition of travel status.
- (11) Exceptions to the above limitations may be requested in writing. Requests should be directed to the DAS-SAE-Daily Processing, 3rd FL, Hoover Building.
- (12) Receipts for meals are required, per Executive Order #13. See Procedure 210.102.
- (13) The following Elected State Officials shall not be subject to dollar limitations for meals: Governor, Lt. Governor, Auditor of State, Secretary of Agriculture, State Treasurer, Secretary of State, Attorney General, and State Legislators.

3. Reimbursement for lodging and meals preceding and following a meeting, as outlined above, generally are adequate for going to or returning from any point in the continental United States. However, when scheduling problems necessitate additional meals or lodging away from the domicile, these exceptions must be noted on the TP.
4. In certain instances, it may be less expensive to leave earlier or return later than what is required to attend the conference, meeting, etc. In these situations, reimbursement of expenses is allowable up to the lesser of actual or the cost to the State had the individual left when necessary to attend the conference, meeting, etc. A cost comparison must accompany the TP when submitted for reimbursement.
5. When traveling within 50 miles of the border of Iowa, in-state subsistence rates apply. See Procedure 210.330.