



IN-STATE SUMMARY OF TRAVEL REIMBURSEMENT GUIDELINES

SUBMISSION OF TRAVEL PAYMENT (TP) DOCUMENTS - All TPs must state the actual expense incurred by the claimant, 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 completion of travel.

IN-STATE MEAL REIMBURSEMENT RATES - These amounts include tax and tip, up to 15%. Receipts are required for travel except when exempt by contract. Procedures 210.102 and 210.205

Breakfast	\$8.00	<i>Depart before 6:00 am</i>
Lunch	\$10.00	
Dinner	\$19.00	<i>Return after 7:00 pm</i>
Total	\$37.00	

TAXABLE MEALS - "Travel Status" is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee. Procedure 210.109

LODGING - Employees will be reimbursed for lodging up to \$80.00 per night, plus applicable taxes. Request the government rate. Itemized receipts with method of payment provided are required. Procedure 210.205

MILEAGE - The standard mileage rate is 0.39¢ per mile when using a personal vehicle for state business, when authorized by their department. Use of state vehicles is encouraged. The most direct route must always be used. Procedure 210.130

REGISTRATION FEES - Registration fees may be paid by the individual or direct billed with approval of the Department Head or Designee. A paid receipt must be provided for reimbursement. If no receipt is available, a printed copy of the registration form or electronic registration acknowledgement, matched with a copy of the canceled check (front and back), or credit card receipt with appropriate information on the credit card statement will be accepted. A copy of the registration form and the agenda including information about any meals provided must be attached. Procedure 210.220

OTHER - The employee is responsible for the cancelation of all reservations and registrations. If canceling for personal reasons, the employee must pay any fees. If canceling due to a serious illness or death in the immediate family, the Department Head must approve and a doctor's note may be required. Procedure 210.120

USE OF STATE VEHICLE - Fuel purchases (not a state credit card) and all repairs must be approved by DAS-CPFSE for reimbursement. Tire repairs, car washes, vehicle fluids, oil, washer solvent, fuel additives and key duplications over \$100 per occurrence must also be approved by CPFSE for reimbursement. Procedure 210.131

MISCELLANEOUS EXPENSES - Actual receipts must be attached to the travel payment to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable. Laundry expense is reimbursable if the employee is out for more than 5 days. Procedure 210.140

MODE OF TRANSPORTATION - Always check with DAS-CPFSE for the rental of vans, buses, boats, or aircraft. A cost comparison and justification must be included. Procedure 210.200

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

If you need assistance, email [Nick Miller](mailto:Nick.Miller@das.iowa.gov), DAS-SAE Division Administrator, or call (515) 281-4877.

Updated August 2021

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PRE-AUDIT	210.205	1 of 4	August 1, 2021
Subject TRAVEL IN-STATE – SUBSISTENCE ALLOWANCE			

1. The phrase "Subsistence Allowance" used herein shall be construed to include all charges, including applicable taxes, for meals and lodging (single rate only).
2. Officers and Employees traveling on behalf of the State with an overnight stay shall be allowed lodging and meal expense when required to travel outside of their official domicile and/or outside of their place of residence when different from official domicile. They are reimbursed within the limits established as follows:
 - a. Lodging. The Department of Administrative Services shall establish reasonable maximum lodging reimbursements through the authority of Section 11-41.6(2) of the Administrative Code of Iowa. The allowance for lodging shall not exceed a maximum of \$80.00 (plus applicable taxes) per day. Any separate charges made by a lodging facility for work related services such as internet, television, phone, and other similar items are reimbursable and not considered as part of the basic room charge when considering reasonable maximum lodging rates as outlined. The "reasonable maximum lodging" rate applies to the entire state.
 - (1) **ACTUAL RECEIPTS** for lodging must be submitted in order to receive reimbursement. Lodging receipts consist of the itemized billing obtained from the hotel/motel or any overnight lodging facility and contain such information as dates, room number, number of guests, name of guest, name and location of facility, and additional pertinent information which may be used to verify other sections of the travel payment. A lodging facility "statement" is not considered an invoice and is not acceptable. Cash register tapes are not acceptable, as they do not contain the required information.
 - (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) Expense for lodging begins on the day the individual checks into the facility.
 - (3) Employees are to seek lodging facilities within rates described above. Prior approval by the Department Head or Designee is required in order to exceed the maximum lodging reimbursement rate EXCEPT in the following instances:
 - (a) There is only one lodging facility in the city.
 - (b) When an individual is staying at a facility where the conference is being held and the conference rate is higher than the allowed reimbursable state lodging rate.

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(c) Individual is staying in town where there is a major event that limits available rooms in that city (i.e. state or county fairs, state tournaments, festivals, etc.). In these three instances, to be considered for reimbursement over the defined maximum allowed, a reasonable explanation for the additional lodging reimbursement must be attached to the TP.

All other requests for lodging reimbursement above the defined maximum must have the prior approval of the Department Head or Designee. See Procedure 240.150.

When seeking overnight lodging, request a "State," "Government," "Commercial," or "Conference" rate as many facilities offer these "special" rates which a state employee should obtain. If a special rate is not entered on a TP and the reason is not noted, the TP must be reduced to the appropriate special rate. However, if a facility's special rate is in excess of the State's rate, this is not sufficient justification to satisfy payment.

- (4) 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.
- (5) When an employee works at one location for a week or more, the weekly or monthly rate of the facility shall be reported.

[2] b. Meals. Actual expenses up to a maximum of \$37.00 per day may be reimbursed for meals, as outlined below. See Procedure 280.201 on including time departed and time returned.

Maximum Reimbursable Meal Rates:

(a)	Breakfast	8.00
(b)	Lunch	10.00
(c)	<u>Dinner</u>	<u>19.00</u>
	TOTAL	\$37.00

- (1) Individuals traveling on state business who are required to depart **prior** to 6:00 a.m. and return **after** 7:00 p.m. to their official domicile may be reimbursed actual expenses up to the allowable maximum per day for three meals.
- (2) Individuals traveling on state business who are required to depart **prior** to 6:00 a.m. and return **prior** to lunch may be reimbursed actual expense up to the allowable maximum per day for breakfast.

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- (3) Individuals traveling on state business who are required to depart **prior** to 6:00 a.m. and return after lunch, but **prior** to 7:00 p.m. may be reimbursed actual expenses up to the maximum per day for breakfast and lunch.
- (4) Individuals traveling on state business who are required to depart **after** 6:00 a.m. and return **prior** to 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for lunch.
- (5) Individuals traveling on state business who are required to depart **after** 6:00 a.m., but prior to lunch, and are required to return **after** 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for lunch and dinner.
- (6) Individuals traveling on state business who depart **after** lunch and return **after** 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for dinner.
- (7) The actual amount spent for the meal(s) is to be reported on the individual's TP for reimbursement, even though the amount allowed will be the lesser of actual or maximum.
- (8) When reporting more than one daily meal, the actual expense may be distributed between those meals, and the amount allowed will be the lesser of actual or maximum applicable to the combined cost of the meals.
- (9) Receipts for meals are required per [Executive Order No. 13](#). See Procedure 210.102.
- (10) The following Elected State Officials shall not be subject to dollar limitations for meals or lodging: Governor, Lt. Governor, Auditor of State, Secretary of Agriculture, State Treasurer, Secretary of State, Attorney General, and State Legislators.
- (11) Alcoholic beverages are NOT an allowable expense or use of public monies.
- (12) 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.
- (13) When a meal is not purchased by the individual, but is a part of the registration fee or purchased by another individual, etc., this shall be noted on the TP. When this occurs, the maximum for the day becomes the allowable total of the other meals actually purchased by the employee on that particular day. See Procedure 280.201. Employees shall not pay for meals of other employees. See Procedure 210.110.
- (14) A tip of no more than 15% per meal, before tax, is allowable up to the maximum amount for reimbursement.

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EXAMPLE: Individual is eligible only for lunch reimbursement. The cost of the meal is \$14.73 before tax, plus .88¢/tax. The individual left a tip of \$2.21. Maximum allowed is \$10.00 - the current allowable rate for reimbursement for lunch.

EXAMPLE: Individual is eligible only for lunch reimbursement. The cost of the meal is \$8.00 before tax, plus .56¢/tax. The individual left a tip of \$1.20. The individual may claim reimbursement of \$9.76, which is the lesser for the maximum allowed and the actual spent.

(15) Meals included on lodging receipts are matched to the TP.