



### 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>
<b>TOTAL</b>	<b>\$37.00</b>	<b>\$44.00</b>	<b>\$51.00</b>	<b>\$65.00</b>

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 [Trina Brietske](#), DAS-SAE Daily Processing, or call (515) 281-4497.

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