



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

July 31, 2009

## GENERAL LETTER NO. 23-H-8

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,  
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter H, *TRAVEL CLAIMS*, pages 5 and 6,  
revised.

### Summary

This chapter is revised to reflect current policies and procedures.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Management Manual, Title 23, Chapter H, and destroy them:

<u>Page</u>	<u>Date</u>
5	October 3, 2008
6	April 14, 2006

### Additional Information

Refer questions about this general letter to your area income maintenance administrator, your service area manager, or your regional collections administrator.

Claims for an event involving a direct billing are held until all participants have submitted a claim. Therefore, whenever possible, direct billing should be avoided. Instead each participant should be responsible for the participant's own expenses. Reimbursement for participants responsible for all of their own expenses is through individual travel claims submitted by each participant.

Travel advances may be requested for out of state business trips as outlined in DAS-SAE Handbook procedure 210.310.

### **Procedures for Handling Direct Billing**

The employee responsible for an event involving a direct billing shall complete form 625-1329, *Request for Exception to State-Wide Policy*, and submit it to the employee's division administrator for signature.

The form should then be routed to the bureau chief of Purchasing, Payments, and Receipts, who will submit the request to DAS-SAE for review. A copy of the form indicating whether the request has been approved will be returned to the originating employee after review by DAS-SAE.

Arrangements for an event requiring an exception to policy shall not be finalized until the exception request has been approved and signed by the appropriate parties in the Department and by DAS-SAE. These requests are evaluated on an individual basis and it should not be assumed that a request will be approved.

In those rare instances when a direct billing method has been approved, the person responsible for the event is responsible for receiving and submitting all travel payments related to the event. The person responsible for the event shall distribute travel payment forms at the event.

Each participant shall complete a travel payment form for additional expenses associated with the direct billing event. Employees may need to submit an additional travel payment for the direct billing event if they have miscellaneous expenses associated with a state vehicle. See [Miscellaneous State Vehicle Expenses \(Procedure 210.131\)](#) and [DAS-SAE Handbook procedure 210.131](#).

Participants shall return the individual travel payment forms to a designated person in charge of the event before their departure or within one day of the completion of the event. In this case, the person responsible for the event should sign the travel payment form for the supervisor.

Once all participants have submitted travel payment forms for any additional expenses related to the direct billing event, the person responsible for the direct billing shall complete a travel payment form for the direct billing including all necessary documentation.

This claim shall be submitted along with all the individual travel payment forms to the Bureau of Purchasing, Payments, and Receipts for processing. Two additional copies of the claim and two copies of all documentation shall also be submitted.

**Miscellaneous State Vehicle Expenses (Procedure 210.131)**

Any expense associated with a state vehicle not charged to a vehicle dispatcher credit card must be submitted on a *Travel Payment*, form TP 07-410. The form shall contain only those expenses associated with the state vehicle. Expenses for a state vehicle may not be included on the employee's regular travel claim. The vehicle number must be noted on the claim.