



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-AP-8

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

SUBJECT: Management Manual, Title 23, Chapter H, Appendix, *TRAVEL CLAIMS APPENDIX*, page 4, revised; and the following form:

RC-0019 *Travel Payment Guidelines*, 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Material Superseded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, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
4	October 3, 2008
RC-0019	3/06

Additional Information

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

TRAVEL PAYMENT GUIDELINES

In-State Travel

Meals

- ◆ Is the meal allowable? (210.108)
- ◆ Are meals within the established limits? (210.205)
- ◆ If the employee left before 6:00 a.m. or arrived home after 7:00 p.m., is this noted on the travel payment? (210.205)
- ◆ Is the employee in travel status? If not, the meal must be charged to taxable meals, object code 2119. (201.109)
- ◆ If the meal is in domicile, or over the limits, is an approved *Request for Exception to State-Wide Policy* attached?

Mileage

- ◆ Were commuting miles properly deducted; is this denoted on the claim? (210.107)
- ◆ Is mileage reasonable for the places traveled? (210.200)
- ◆ If there was vicinity driving, is this denoted on the claim? (210.215)

Lodging

- ◆ Is the lodging rate within allowable limits? (210.205)
- ◆ Are all "other" expenses deducted from the lodging bill, such as personal phone calls and meals? (210.205(2a))
- ◆ If two employees shared a room, are both claims cross-referenced and submitted together? (210.205(4))
- ◆ If lodging is in domicile, or over the limits, is an *Request for Exception to State-Wide Policy* attached? (240.150)

Registration Fees

- ◆ Was the conference state sponsored (by any state agency, not just DHS)? (210.220(1 and 2)) If so, meals need to be broken out separately and charged to meals, either taxable or nontaxable, depending on the circumstances.
- ◆ Is the registration fee allowable? (210.220(4))
- ◆ Is the registration fee over \$75? (210.115)(3))
- ◆ Is a copy of the agenda, registration form, and the original receipt attached to the claim? (210.220(5))

Direct Billing

- ◆ Is the approved *Request for Exception to State-Wide Policy* attached? (210.115)
- ◆ Are the claims for the individuals and the claim for direct billing submitted together? Are they adequately cross-referenced? (210.115)

Miscellaneous

- ◆ Are all miscellaneous expenses claimed allowable and adequately documented? (210.140)
- ◆ If parking was claimed, is documentation proper for the dollar amount claimed? (210.135)
- ◆ Is the travel payment calculated total correct?

Out-of-State Travel

Request for Travel Authority Form

- ◆ The *Request for Travel Authority* form is required for all out-of-state travel.
- ◆ Is the *Request for Travel Authority* signed by supervisor?
- ◆ Is the *Request for Travel Authority* signed by DHS Director?
- ◆ Follow instructions included in appendix to complete the form.

Travel Advances

- ◆ Is the travel advance submitted on the *Temporary Out-of-State Travel Advance* form?
- ◆ Are all of the expenses claimed proper and in accordance with procedure 210.310?
- ◆ Is proper documentation submitted for registration fees? (210.320)
- ◆ Is proper documentation submitted for airfare? (210.325)

Registration Fees

Was procedure 210.320 followed?

Reimbursement for Airfare

Was procedure 210.325 followed?

Miscellaneous Expenses

Are all miscellaneous expenses claimed allowable and adequately documented? (210.135)

9. **Travel From/To:** Enter the place of origination and most distant point traveled for that date. If there is no lodging for that date, it will be assumed that the employee returned to the official domicile or residence, unless an explanation (such as “stayed with friends” or “stayed with relatives”) is entered on the claim.

Enter an explanation of how the employee arrived at the destination if no mileage will be entered in the next field.

The state car number is required, unless items are purchased for the state car and the DAS-GSE-Fleet and Mail Credit Card is used. (See procedure [210.131\(2\)](#) for more information.) The name of the passengers or driver, whichever is applicable, is not required, but may be included.

10. **Miles:** Enter the number of miles traveled on official state business for that particular date. When leaving from home, instead of the office, normal commuting miles must be deducted from the mileage. (See procedure [210.107](#).)
11. **Rate in Cents:** Enter the rate of mileage reimbursement. See procedure [210.107](#) for the current mileage rates. (Valid choices are in a drop-down box on the template.)
12. **Charge:** Enter the total charge for mileage or use the calculation function on the template.
13. **Meals: Breakfast, Lunch, Dinner:** Enter the **actual** cost of breakfast, lunch, and dinner incurred during travel. To claim breakfast on the first morning of a trip, you must depart before 6:00 a.m. Dinner is allowed if the return time is after 7:00 p.m. If there is no such explanation, the claim must be reduced accordingly.

If a meal is included in a registration fee or provided by an outside source, indicate this somewhere on the form or on a separate attachment.