

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.245	1 of 3	July 1, 2016
Subject TRAVEL IN-STATE BOARD, COMMISSION, ADVISORY COUNCIL, AND TASK FORCE MEMBER EXPENSES			

This procedure outlines the statewide policy governing travel for the various Board, Commission, Advisory Council, and Task Force Members of State government. It is the published policy of the State that all individuals engaged in travel for Official State Business utilizes the most economical mode of transportation. Section 1.b. of this policy addresses acceptable alternatives when unique and unusual situations occur that prevent the most economical mode of transportation from being utilized.

1. Mode of Transportation

a. Use of Privately Owned Automobile

With the exception noted in 1(b) below, board, commission, advisory council members, and task force members normally use their private vehicle while conducting official state business.

- (1) The use of a privately owned vehicle will be subject to the rules of the Centralized Procurement & Fleet Services Enterprise. Reimbursement shall be on a mileage basis at a rate not to exceed the statutory rate as established by Code, and must be for official state business. The per-mile reimbursement includes all costs incurred in connection with the operation of the vehicle.
- (2) Whenever possible, board, commission, advisory council members, and task force members should travel with more than one member to a vehicle.
- (3) Travel shall be by the usually traveled route. Mileage shall be based on mileage published by the American Automobile Association (AAA), charts published by the Iowa Department of Transportation, or from internet sites such as MapQuest or similar sites. Any variation from the published mileage must be documented in writing. See Procedure 280.201.

b. Use of Special Conveyances

In certain instances, aircraft may be utilized when board, commission, advisory council members, or task force members travel for official state business. Documentation shall be available upon request to substantiate special conveyances. This substantiation in most instances will be from the perspective of cost effectiveness of the State and not that of the individual, Board, Commission, Council or Task Force Members.

- (1) The use of aircraft is acceptable when a board, commission, advisory council, or task force member resides 150 driving miles or more from the meeting site. Mileage shall be based on most direct route and mileage determined on the Iowa Transportation Map as published by the Department of Transportation.

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- (2) If board, commission, advisory council members, or task force members reside within 150 miles of the meeting area, but are within the continuous flight pattern of the member who is outside of the 150 mile radius, those members may be picked up along the way, providing the extra stop is the most cost effective mode of transportation. A cost comparison must be attached to the claim relating to the airfare expense when it is submitted for payment.

Major Iowa cities located 150 miles or more from Des Moines are: Burlington, Clinton, Davenport, Decorah, Dubuque, Estherville, Ft. Madison, Keokuk, LeMars, Manchester, Maquoketa, McGregor, Rock Rapids, Sabula, Sioux City, Spencer, Spirit Lake, and West Union.

(Please note this is not an all-inclusive listing).

2. Subsistence Allowance

Board and Commission members, advisory council members and task force members are allowed 1 ½ the rate employees are allowed while on official business for the State of Iowa. Official domicile rules do not apply to meal reimbursements for Board members. They are eligible to be reimbursed for meal costs regardless of where the meeting is held. The individual meal rates are rounded to the nearest dollar.

a. Meals

- (1) Maximum reimbursable rates:

(a)	Breakfast	\$ 8.00
(b)	Lunch	12.00
(c)	<u>Dinner</u>	<u>23.00</u>
	TOTAL	\$43.00

- (2) Board and Commission members, advisory council members and task force members are allowed the same flexibility in regard to meals, as are other state employees.

Specifically, if a Board member is in a travel status and is entitled to be reimbursed for all three meals, the Board member can claim the amount actually expended, up to \$43.00 on any combination of meals for that day. She/he is not limited to \$8.00 for breakfast, \$12 for lunch, \$23.00 for dinner, only to \$43.00 for the day. If a Board member is eligible for only breakfast and lunch, the Board member can be reimbursed actual expenses, up to \$20.00 for those two meals.

- (3) If a meal (such as lunch) is catered, the amount of this meal is included as a part of the \$43.00 per day maximum.

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(4) Actual receipts for meals are required per Executive Order No. 13, see Procedure 210.102 for more details.

b. Lodging

Maximum reimbursable amount is \$98.00 plus tax, anywhere in the state.

c. Except for the reimbursable rates mentioned above, the same rules that apply to state employees, as outlined in (1) and (2) of this procedure also apply to Board and Commission members.

3. **Other Expenses**

Except for those differences mentioned above, all other travel policies that apply to regular state employees also apply to board, commission and advisory council members. See specific sections of the DAS-SAE-Accounting Policy and Procedures Manual for more details.