



Iowa Department of Veterans Affairs Travel Reimbursement Policy

Purpose: This policy provides guidelines to Iowa counties who are seeking reimbursement of up to \$3,000 annually from the Iowa Department of Veterans Affairs (IDVA) County Commission of Veteran Affairs Training Program Account. Funds from this account are allocated to counties to pay for national training and related expenses of county veteran service officers and appropriate staff per Iowa code 35A.16. The IDVA County VSO National Training Reimbursement Form will be used for this purpose.

In-state 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.

MODE OF TRANSPORTATION – Travel mode selected must be most economical option. IDVA will not reimburse counties if this is not taken into consideration.

LODGING – Itemized receipt, which includes method of payment, 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.

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.

MILEAGE - The current standard mileage rate is 0.50¢ per mile when using a personal vehicle. The most direct route must always be used.

REGISTRATION FEES – For registration fees reimbursement a paid receipt must be provided. If no receipt is available, a printed copy of the registration form or electronic registration acknowledgement, matched with a copy of the credit card receipt will be accepted. A copy of the registration form and the agenda, including information about any meals provided, must be attached.

TAXI, PARKING, ETC - To receive reimbursement for taxi, parking, shuttle, etc., actual receipts are required.

OTHER - The County is responsible for the cancellation of all tickets, reservations and registrations. The IDVA will not reimburse for any of these items under any circumstances. IDVA does not reimburse for county employee’s time while in travel status.

Out-of-state 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.

MODE OF TRANSPORTATION – Travel mode selected must be most economical option. IDVA will not reimburse counties if this is not taken into consideration.

LODGING – Itemized receipt, which includes method of payment, 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.

MEAL RECEIPTS - Meal receipts are required for travel.

MEAL RATES – Meal rates and city levels can be found on the County VSO National Training Reimbursement Form.

MILEAGE - The current standard mileage rate is 0.50¢ per mile when using a personal vehicle. The most direct route must always be used.

REGISTRATION FEES – For registration fees reimbursement a paid receipt must be provided. If no receipt is available, a printed copy of the registration form or electronic registration acknowledgement, matched with a copy of the credit card receipt will be accepted. A copy of the registration form and the agenda, including information about any meals provided, must be attached.

TAXI, PARKING, ETC - To receive reimbursement for taxi, parking, shuttle, etc., actual receipts are required.

RENTAL OR CHARTER OF SPECIAL CONVEYANCES - The rental of automobiles, buses, etc., shall be held to a minimum. Specific advance justification and cost comparison must accompany the TP when these modes of transportation are utilized.

OTHER - The County is responsible for the cancelation of all tickets, reservations and registrations. The IDVA will not reimburse for any of these items under any circumstances. IDVA does not reimburse for county employee's time while in travel status.