

Iowa County, Iowa
Policy Manual

Title: Travel and Meal Reimbursement	Reference #: HR010
Subject: Human Resources	Date Effective/Revised: 6.23.23
Department (s): All	Approved By: Board of Supervisors

It is the policy of Iowa County to reimburse officials and employees for actual meal expenses incurred while traveling away from home on county business. This policy establishes the maximum amount of reimbursement for meal expenses, and what is needed from the employee to request reimbursement of a meal expense. This policy will establish Iowa County's mileage reimbursement policy, parking fee policy, and hotel reimbursement policy and what is needed from an employee when requesting reimbursement.

MEALS

Scheduled Travel

The county will reimburse a maximum of \$30 per day for meals when employees are in travel status on County business. Travel status is defined as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement.

Unexpected Travel

If an employee is required to attend school or travel unexpectedly for work purposes for over three hours (but not spend the night), the employer shall pay for one meal up to \$10.00 (subject to payroll taxes).

All reimbursement for meal expenses must be approved by the department head and within the department's travel budget. County employees traveling are expected to make reasonable selection when ordering meals. No meals will be paid for if not accompanied by the original receipt identifying what was purchased and from whom. Tips may be added to the receipts and will be included in the maximum amount per day. Iowa County will not reimburse for the purchase of alcoholic beverages. Snacks and beverages purchased in addition to meals will not be reimbursed by the county. Meals with no overnight lodging are taxable to the employee.

Meal Reimbursement through Grants

If meals are being reimbursed through a grant and the county is acting as a pass through, then meals may be reimbursed at a higher rate if allowed in the grant rules. Documentation of the grant rules will need to be provided with the claim.

MEALS WILL NOT BE REIMBURSED IF THE ABOVE INFORMATION IS NOT RECEIVED AT THE TIME A CLAIM IS SUBMITTED TO THE AUDITOR FOR PAYMENT.

MILEAGE

Mileage will be reimbursed by the County when personal vehicle use is needed for trips totaling 5 or more miles. The date of travel along with where the employee was traveling should

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accompany the total miles of travel. The County will reimburse for mileage at a rate established at the annual reorganizational meeting of the Board of Supervisors in January.

PARKING

Parking will be paid by the County at the actual rate per day. A parking receipt or a hotel receipt showing the parking amount will be required when seeking reimbursement for parking.

LODGING

Hotels will be paid for by the County at the actual rate of stay. The County will not pay for hotels for meetings that are being held in adjacent counties including Johnson, Keokuk, Washington, Poweshiek, Benton, and Linn Counties. An original receipt from the hotel showing expenses incurred will be required.

Travel outside the state of Iowa requires prior approval by the Board of Supervisors. All air travel will be at the lowest, reasonably available coach class fare, and employees who choose to drive to out-of-state conferences will be reimbursed an amount equivalent to the lowest airline coach class fare to and from the conference. One day will be allowed to travel to the conference and one day for travel from the conference. Additional travel time will be deducted from annual leave.

When an employee shares hotel or other lodging with non-employees, reimbursement will be at the rate for single occupancy of such lodging.

An employee, who is required to attend a meeting that exceeds normal working hours, including travel to and from the meeting, will be compensated in conformity with the Fair Labor Standards Act

LODGING PROVIDERS

Lodging for business travel within Iowa shall follow Code of Iowa Section 80.45A Human Trafficking Prevention Training – Lodging Providers.

Before a County employee reserves a room with a lodging provider, the County employee shall verify the provider has been certified under Code of Iowa Section 80.45A by searching the provider at this website: www.stophitiowa.org. The employee shall print proof of verification of the lodging provider with the claim turned in to the County Auditor's Office for payment or reimbursement of the stay.

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If a county employee utilizes an uncertified lodging provider, the employee will not be reimbursed for the lodging costs or if a County credit card was used for payment, the employee will be required to reimburse the County for the charges.

The Code of Iowa Section 80.45A rules do not apply to lodging outside of the state of Iowa.