State of Iowa Department of Corrections

Policy and Procedures

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Chapter 1: Administration & Management
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Subject: Reimbursement of Expenses
PREA Standards: NA
Responsibility: Steve Dick
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Authority:

1. PURPOSE

To establish guidelines for reimbursement of expenses incurred by Iowa Department of Corrections (IDOC) employees in the performance of assigned responsibilities.

2. POLICY

It is the policy of the IDOC to reimburse its employees for ordinary, necessary, and reasonable expenses they incur, when such expenses are necessary in the course of authorized travel and other activities attendant to the performance of their official duties.

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3. DEFINITIONS - As used in this document:

A. Assistant District Director/Designated Administration - Individual the District Director delegates to be responsible for the day-to-day financial management of the district.

B. Associate Warden/Administration – Individual the Warden delegates to be responsible for the day-to-day financial management of the institution.

C. Department of Administrative Services/General Services Enterprise (DAS/GSE) – Centralized purchasing division of state government.

4. PROCEDURES

A. Control

Consistent control over expenses is the responsibility of each Associate Warden/Assistant District Director/Designated Administration. See **Iowa Code Section 904.114**.

1. The IDOC Director shall approve all out-of-state travel.

2. The IDOC shall not reimburse an employee for personal or non-agency expenses or for amounts in excess of actual expenses incurred.

B. Transportation

1. Whenever possible, an IDOC vehicle should be used for official travel.

2. If the vehicle is a state car, driven for state business, the Risk Self Insurance fund covers the cost of any accident. This includes the cost of the other party's repairs and personal injury if the state is at fault. However, if the state vehicle is damaged during unauthorized use of the

state vehicle, then the driver of the vehicle shall be held responsible for the damages. For example, if a state vehicle is used to take a state employee to the grocery store for personal purchases, this would be unauthorized use, and any damage during that time the driver would be expected to pay for the damages.

3. Each location should designate a person to schedule use and maintenance of vehicles. Maintenance and scheduling is the responsibility of each location for their assigned vehicles.

4. A log should be maintained with each vehicle for recording of mileage and purpose of a trip.

5. When it is necessary for an employee to use a personal vehicle for official purposes, only the actual miles traveled should be reported on the expense report and the employee shall be reimbursed in accordance with Department of Administrative Services/State Accounting Enterprise (DAS/SAE) policy and procedures for rate per mile.

    a. Insurance for a vehicle is provided by the owner of the vehicle.

    b. Settlement for loss or damage to an employee's personal car while on official business shall be the responsibility of the employee. The IDOC shall reimburse the employee any deductible as long as the damage was not the result of negligence.

6. If an employee does not first report to their duty station when using their personal vehicle, but goes directly to another location, they shall be reimbursed for mileage less the miles to travel from home to their duty station.

7. Expenses for parking and tolls are reimbursable but not traffic or parking fines.

8. Employees requiring temporary surface transportation shall use the most convenient and economical mode available.

9. IDOC employees should use commercial aircraft for travel when it appears most convenient and economical. Employees should utilize the most economical class available. Airfare may be reserved through the IDOC Director or the Warden/District Director's Office. The IDOC shall only be responsible for the actual cost incurred of the employee's airfare while on official business.

10. The IDOC is not responsible for any lost or damaged luggage. Air travel insurance is the sole responsibility of the employee.

C. Motel/Hotel Accommodations

1. IDOC employees should reserve and use standard quality rooms while traveling for official purposes.

2. Employees should verify the room rates are the lowest available. In the State of Iowa, ask for the State of Iowa rate and if Out-Of-State ask for either a State government rate or the government rate, if available. Reimbursement for room rates are paid in accordance with Department of Administrative Services/State Accounting Enterprise (DAS/SAE) policy and procedures.

3. Charges should be paid by the employee and an itemized receipt obtained for reimbursement purposes. Receipts should be attached to the Department of Administrative Services/State Accounting Enterprise (DAS/SAE) Travel Payment (TP) expense report. Per In-State Subsistence Allowance 210.205, hotels must be approved under https://stophtiowa.org/ to have it reimbursable and the certification attached to the travel claim.

CI. Meal Costs

1. Per **Iowa Code Section 904.303** IDOC Employees while on duty at the institution/facility shall be provided a meal at the institution/facility. IDOC Employees that are responsible for safety and security in the transport and/or supervision of incarcerated individuals shall be provided a meal if the transport covers normal meal times. The institution may provide a sack meal for the employee or, certain circumstances, may allow meal reimbursement. No reimbursement will be given to an IDOC Employee who chooses not to eat the IDOC meal provided either at the institution or the sack lunch for the transporting of incarcerated individuals. In the event that an IDOC Employee transporting an incarcerated individual was provided a sack lunch for a meal and due to unforeseen circumstances would not arrive back at the institution in time for the next meal would be eligible for reimbursement for the second meal in accordance with Department of Administrative Services/State Accounting Enterprise (DAS/SAE) policy and procedures for meal cost limits and for any taxable meal costs.

2. Meal reimbursement outside of the official domicile by an employee, whether it is overnight travel or not is allowed as follows:

3. Time departed and time returned shall be included in the travel reimbursement request in Workday.

   Maximum Reimbursable Meal Rates:

   a. Breakfast 8.00

   b. Lunch 10.00

   c. Dinner 19.00

      TOTAL $37.00

4. Meals provided from an outside source (i.e. cost of meals that are included as part of another travel expense such as hotel breakfast, provided as part of a meeting or conference, etc.) will be excluded from meal reimbursements.

5. Meal reimbursements for the single day trips as well as first and last day travel may be reimbursed per the below:

   a. Individuals traveling on state business who are required to depart prior to 6:00 a.m. and return after 7:00 p.m. to their official domicile may be reimbursed actual expenses up to 75% of the allowable maximum per day (or $27.75) for three meals.

   b. Individuals traveling on state business who are required to depart prior to 6:00 a.m. and return prior to lunch may be reimbursed actual expenses up to the allowable maximum per day for breakfast.

   c. Individuals traveling on state business who are required to depart prior to 6:00 a.m. and return after lunch, but prior to 7:00 p.m. may be reimbursed actual expenses up to the maximum per day for breakfast and lunch.

   d. Individuals traveling on state business who are required to depart after 6:00 a.m. and return prior to 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for lunch.

e. Individuals traveling on state business who are required to depart after 6:00 a.m., but prior to lunch, and are required to return after 7:00 p.m. may be reimbursed actual expenses up to 75% of the allowable maximum per day (or $27.75) for lunch and dinner.

f. Individuals traveling on state business who depart after lunch and return after 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for dinner.

6. Where employee travel involves multiple nights lodging, the individual may be reimbursed actual expenses up to the allowable maximum per day ($37) for those days occurring between the first and last day's travel.

7. Where employee travel does not involve leaving the official domicile, the approval of the Warden/District Director/DOC Director/Designee must be obtained for reimbursement unless the meal is provided as part of the terms of collective bargaining agreements.

8. Reimbursement for alcoholic beverages is not permissible.

9. No receipts are required for meal reimbursements per Department of Administrative Service/State Accounting Enterprise (DAS/SAE) policy and procedures.

10. Out of state meal reimbursements will follow the same protocol as in-state, with first and last day meal reimbursements capped at 75% of the maximum meal per diem amount based on the destination and no receipts are required. Time departed and time returned shall be included in the travel reimbursement request in Workday.

E. Miscellaneous Expenses

1. For trips not exceeding five days, it is expected that the employee can pack a sufficient quantity of clothing to avoid laundry or dry-cleaning expenses.

2. Personal expenses (i.e., hair care, shoe shines, etc.) should not be reported as expenses on travel expense forms as these are considered personal expenses to be paid by the employee.

F. Temporary Advances

1. Temporary travel expenses may be issued to employees in some situations.

2. State employees who are required to travel out-of-state and anticipate out-of-pocket expenses of $200.00 or more would qualify for a cash advance if approved by the Associate Warden/Administration or Assistant Associate Warden/Assistant District Director/Designated Administration.

3. A State employee requesting an out-of-state travel advance should complete a Department of Administrative Services/State Accounting Enterprise (DAS/SAE) Travel Advance (TA) form to initiate the request.

4. Any travel advances outstanding longer than 30 days of completion of the trip shall be deducted from the employee's paycheck.

5. Travel advances must be made from IDOC funds.

6. Upon completion of a trip, the employee shall be expected to submit an accounting of expenses and return any unused portion of the advance within 30 days.

G. Warden's Housing

1. The IDOC Director may furnish the warden of each of the institutions, in addition to salary, with a dwelling house or with appropriate quarters in lieu of a house, or the Director may compensate the warden of each of the institutions in lieu of furnishing a house or quarters. See **Iowa Code Section 904.305**.

2. For institutions where warden's housing is not available, compensation will be provided, so long as the residence is within 45 minutes driving time, during normal conditions, from the institution.

3. US Census Bureau information will be utilized to determine the rate of housing compensation for wardens. The rate will be based on the median gross monthly rent of the county where the facility is located, multiplying that amount by 12 and then dividing that total into 26 for the amount per pay period.

4. The rate shall be reviewed/recalculated at the start of each fiscal year, or anytime a warden moves to a new address. In cases where the

warden moves, it shall be that warden's responsibility to immediately notify the Deputy Director of Institutions of the move.

5. This section shall apply to all wardens appointed after July 1, 2020.

H. Reporting

1. A travel expense report shall be submitted for each completed trip.

2. Completed travel expense reports are to be submitted through Workday and follow the proper approvals by the employer's supervisor and the Business Office.