

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b> PRE-AUDIT	<b>Procedure Number</b> 210.107	<b>Page Number</b> 1 of 1	<b>Effective Date</b> July 1, 2017 Revised 2/11/19
<b>Subject</b>			
TRAVEL GENERAL – OFFICIAL DOMICILE – MILEAGE REIMBURSEMENT			

1. Regardless of whether an employee is an office employee or a field employee, no transportation costs are allowed between any employee's place of residence and office (official domicile).
  - a. If an employee's choice of residence is other than his/her official domicile, the resulting additional expense is not reimbursable.
  - b. At times it may be expedient for an employee to conduct official state business enroute to or from his/her residence or official domicile. In these cases, the employee may be reimbursed the extra miles traveled in excess of commuting miles which are traveled to accomplish the task. If an employee travels from his/her residence to a work station not in their official domicile, conducts official state business, and returns to their residence, mileage reimbursement shall be made for miles driven in excess of those driven in commuting to the official domicile.
 

**Example A:** An employee lives in Osceola and has Des Moines as an official domicile. The employee conducts state business in Indianola enroute to his/her domicile. The employee shall be reimbursed only for miles driven in excess of regular commuting miles. If the employee is on the way to or from the official domicile and conducts business on the commuting route, no reimbursement for mileage is allowable.

**Example B:** An employee lives in Boone and has Ames as an official domicile. The daily commuting miles are 52 miles round trip. The employee travels from Boone to Woodward to conduct state business and returns to Boone upon completion of business, 40 miles round trip. Reimbursement for mileage shall be for miles in excess of normal commuting miles. No mileage reimbursement is due in this situation because the employee traveled fewer miles than the normal 52 commuting miles.

**Example C:** An employee lives in Greenfield and has Des Moines as an official domicile. The daily commuting miles are 120 miles round trip. The employee travels from Greenfield to Council Bluffs to conduct state business and returns to Greenfield upon completion of business, 156 miles round trip. Reimbursement for mileage shall be for the 36 miles in excess of normal commuting miles, resulting in mileage reimbursement to be paid for 36 miles.
2. If the official domicile and the residence are not identical, mileage reimbursement is only for the excess miles driven above regular commuting miles.
3. It is the intent of the State Accounting Policy and Procedures that anyone working over 50% of his/her work hours in one metropolitan area be considered an office employee and shall have as his/her official domicile the city and all contiguous suburbs in which over 50% of his/her work hours are spent. See Procedures 210.105 and 210.106.