

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.200	1 of 1	July 1, 2005 Revised 7/1/16
Subject	TRAVEL IN-STATE – MODE OF TRANSPORTATION		

1. Use of privately owned automobile.

- a. Authorized use of a privately owned vehicle will be subject to the rules of DAS-Central Procurement and Fleet Services (DAS-CPFSE). Where use of a privately owned vehicle is authorized by DAS-CPFSE rules, reimbursement shall be on a mileage basis at a rate not to exceed the statutory rate as established by Iowa Code 8A.363. Reimbursement for travel at the official domicile will be reimbursed at a rate, as established by Code, per mile if on official business. The per mile reimbursement includes all costs incurred in connection with the operation of the automobile. See Procedure 210.130 for when CPFSE authorizes the use of privately owned automobiles.
- b. Assignment of more than one employee to a vehicle. In authorizing the use of privately owned or state-owned vehicles, the department head shall, whenever possible, assign more than one employee to the use of one vehicle. See Procedure 280.201 for example of how to denote this on the travel payment.
- c. Verification of mileage. 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.

2. State-owned vehicles - See Procedures 210.130 and 210.131.

3. Rental or charter of special conveyances.

The rental or charter of aircraft, automobiles, boats, buses, or other special conveyances shall be held to a minimum but may be authorized in those cases when no public or ordinary means of transportation is available, or when such public or ordinary means of transportation cannot be used advantageously in the best interest of the state. A cost comparison or an explanation detailing extenuating circumstances shall accompany the payment. The cost comparison must include the total costs that would have been incurred using public/ordinary transportation versus all costs incurred using the special conveyance.