

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 210.330	Page Number 1 of 1	Effective Date August 15, 2011 Revised 6/21/17
Subject TRAVEL OUT-OF-STATE – TRAVEL WITH IN-STATE LIMITATIONS			

1. Individuals who incur meal expenses within the state while leaving or returning from out-of-state travel will not be subject to in-state meal limitations. These expenses should be coded to out-of-state travel.
2. Individuals who travel within a 50-mile distance beyond the Iowa border shall be subject to in-state meal and lodging expense limitations, unless prior approval is received from the DAS-SAE-Daily Processing Program Manager. These expenses should be coded to out-of-state travel.
3. An approved Travel Department Authorization (TDA) document number is required as noted in Procedure 210.315.
4. Refer to Procedures 210.205 and 210.305 for more details.