## **Department of Administrative Services - State Accounting Enterprise**

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	250.200	1 of 1	July 1, 2011
			Revised 7/1/16
Subject REPAYMENT OF REMUNERATIONS			
REIMBURSEMENT FOR EMPLOYEE EXPENSES FROM OUTSIDE SOURCES			

- 1. Occasionally, State of Iowa employees' expenses will be reimbursed by an agency outside of State government.
- 2. When this occurs, the employee shall submit a Travel Payment (TP) to his/her employing department. The travel payment must include the actual receipts. The employee will then be reimbursed through the normal reimbursement cycle. If the outside agency requests the actual receipts, versus copies, the employee must obtain this request in writing from the outside agency and attach it to the claim.
- 3. When the employee/department receives the reimbursement from the outside agency, the check should be deposited into the account from which the original claim was paid. The department should use expenditure object codes on the cash receipt.