

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>					
		<b>Title/Subject:</b>		Fleet Services Pcard vs Direct Bill vs WEX			
		<b>Applies to:</b>		All Executive Branch Employees, Non-Employees Representing the State			
		<b>Effective Date:</b>		6/30/2022			
				<b>Revised Date:</b>		6/1/2025	
				<b>End Date:</b>			
X	<b>Policy</b>	<b>Approved by:</b>	Director Adam Steen	<b>Policy #</b>	650.045		
X	<b>Procedure</b>	<b># of Pages:</b>	2	<b>Procedure #</b>	650.045		
	<b>Other</b>	<b>Instruction:</b>					
<b>Legal Authority:</b>							

**I. Purpose**

- A. The purpose of this policy is to have vehicle charges applied in the correct manner.

**II. Policy**

- A. The State requires specific billing procedures for [210.131](#) expenses dependent on the type of purchase.

**III. Procedure**

**A. Guidelines**

1. Each State of Iowa vehicle is issued a Fuel Card. Using the fuel card reduces the need for out-of-pocket reimbursements and drastically reduces fleet operational processing costs. Fuel cards must be used for fuel and may be used for emergency and miscellaneous expenses such as towing, wiper fluid and car washes (excluding mechanical repairs including oil changes) up to \$100.00.
2. State of Iowa Purchasing Cards (Pcards) cannot be used for fuel, oil changes, mechanical repairs or other vehicle expenses except for vehicle accessories – such as running boards, toppers, tool boxes, and key replacements. (See [WEX vs Pcard chart](#).)
3. Drivers may be reimbursed, upon department approval, for the following out-of-pocket vehicle operational expenses only when no other method of payment is available (SAE [210.131](#)):
  - a) Any valid fuel or vehicle maintenance service obtained outside the boundaries of the State of Iowa.
  - b) Emergency towing services when not available on the fuel card.
  - c) Emergency road services up to a maximum of \$100.00 per occurrence.

- d) Emergency tire replacement, tire repairs, car washes, vehicle fluids (including brake, transmission, power steering, oil and windshield washer fluid) and key duplication up to a maximum of \$100.00 per occurrence.
- e) To claim reimbursement for out-of-pocket expenses, drivers must prepare a travel payment. All travel payments are entered into Workday by the driver and all purchases are billed to the driver's department. To secure approval, an adequate explanation for not using the fuel card must be written on or attached to the travel payment.

#### **IV. Communication**

- A. This Policy is available on the DAS Fleet Services website.
- B. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.