

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 204.350	Page Number 1 of 1	Effective Date July 1, 2005 Revised 7/1/11
Subject GENERAL PROVISIONS EXPENSE PAYMENTS TO EMPLOYEES OF OTHER STATE DEPARTMENTS			

1. Under certain circumstances, expense reimbursement payments to employees of another state department are allowable.
2. If an individual is a permanent, full-time employee of one department, yet is appointed to the board or commission of another state department, he/she may be reimbursed by the second department at the statutory rates while acting in the official capacity of a board member. See DAS-HRE's Iowa Administrative Code 11-63.18 (80GA, Chapter 145).
3. If an employee is merely assigned by the employing department to work with a second department on a project which is normally a part of his/her duties, the second department generally does not pay the related expenses. State appropriated funds or federal funds received and budgeted by the primary department are normally the intended source of these employee expense reimbursements.
4. If an employee is assigned to a second department to perform a function based upon his/her particular skills and the job requirements, expense reimbursement may be considered by the second department.
5. The employing department must give approval before reimbursement may be made to eliminate the possibility of double payment. All regular rules and dollar limitations apply and claims should be submitted accordingly.
6. The Travel Payment (TP) should be coded with the correct state employee travel expenditure object codes, and the employee's vendor number.
7. When direct billing the expenses of an employee from another department, the department direct billing must either send a letter to the other department informing them of the direct bill for their employee, or obtain the claim number and paid date of the travel payment filed by the employee of the other department, depending on the circumstances. See Procedure 210.115 for more details on direct billing.