

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.110	1 of 1	July 1, 2003
Subject		TRAVEL	
GENERAL – BENEFITS DERIVED FROM TRAVEL			

1. Compensation from any of the sources mentioned below, or similar sources, which is earned as a consequence of official travel, belongs to the State of Iowa and MAY NOT be put to personal use by the employee or claimed for reimbursement when used during the course of official business for the State:
 - a. Cash payments, discount coupons, free tickets, etc., provided by commercial air carriers either as compensation to passengers who have been delayed or as rewards for frequent trips with a specific airline.
 - b. Free night provided by lodging facilities after a specified number of nights paid.
 - c. Meals provided by seminars and motels, or in which the bill is paid by someone other than the state employee eating the meal. This does not mean one state employee can purchase meals for another.

2. If it is determined that any of these items which were received while acting in official capacity as a State of Iowa employee have been used for personal use, the State employee will be expected to reimburse the State for the cost of the benefit.