

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.131	1 of 1	July 1, 2016
Subject			
TRAVEL GENERAL – STATE VEHICLES – MISCELLANEOUS EXPENSES			

1. The DAS-Central Procurement and Fleet Services Enterprise (DAS-CPFSE) issues a universal fuel card for each state vehicle to facilitate the purchase of fuel and may be used for emergency and miscellaneous expenses such as windshield washer solvent and other fluids (no oil changes), car washes and towing up to \$100.00. The card may not be used for mechanical repairs. Reasonable use of the fuel card precludes the necessity for employees to pay for expenses out-of-pocket. Proper use of the card also eliminates the additional paperwork and processing costs associated with travel payment (TP) reimbursements.
2. When it is necessary to reimburse an employee for valid out-of-pocket vehicle related expenses (that are not billed to the DAS-CPFSE fuel card), department personnel shall prepare a TP.
 - a. All TPs will be billed and on-lined directly by the respective departments.
 - b. Departments may prepare separate travel payments for vehicle and non-vehicle expense at their discretion.
3. All out-of-pocket expenses for fuel and repair services obtained within the boundaries of the State of Iowa and all expenses over the maximum limits noted in 4c and 4d below require the approval of DAS-CPFSE. The TP is routed through I/3 workflow to DAS-CPFSE for approval. To secure approval, an adequate explanation for not using the fuel card must be written on or attached to the TP.
4. The following out-of-pocket expenses are exempt from DAS-CPFSE approval and may (upon departmental approval) be reimbursed on a TP submitted directly to DAS-SAE-Daily Processing:
 - 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. Tire repairs, car washes, vehicle fluids such as brake, transmission and power steering, oil, windshield washer solvent, fuel additives, antifreeze, and key duplication up to a maximum of \$100.00 per occurrence.
5. Vehicle related expense, whether billed and paid through the DAS-CPFSE fuel card OR reimbursed by a TP, must be reported and accounted to DAS-CPFSE on the monthly vehicle mileage report.