

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.135	1 of 1	July 1, 2011
<b>Subject</b> TRAVEL GENERAL – REIMBURSEMENT OF PARKING / TAXI / OTHER EXPENSE			

1. At the beginning and termination of plane travel, the maximum reimbursement to the airport is mileage from the **official domicile** workstation to the airport and return, plus parking. Regardless of where you live, if an employee decides to take a taxi to and from the airport in lieu of the employee parking his/her vehicle at the airport, in no case will the employee be reimbursed for more than what he/she would have been reimbursed if they had incurred mileage from the **official domicile** work station to the airport and return, plus parking. Parking at the Des Moines International Airport will be reimbursed up to the Blue Economy 2 Lot rate (west of Fleur Dr) and all other airports will be reimbursed at their economy rate.

If an employee is driven to and from the airport in lieu of the employee parking his/her vehicle at the airport, the employee shall be reimbursed for mileage. In no case will the employee be reimbursed for more than the amount the employee would have incurred for parking his/her vehicle at the airport.

**Important:** If an employee's trip combines vacation days with business days, the airport parking reimbursement will be limited to the costs associated with the "business" days.

2. **Receipts**
  - a. Receipts for parking, taxi and/or other transportation expenses (example- shuttle service), are required. Receipts for bus fares, from one city to another, are required in all cases.
  - b. Receipts **MUST** be attached to the travel payment for employees to receive reimbursement.
  - c. Tips paid by the employee for transportation services provided are allowable up to 15% of the amount of the transportation expense. The tip must be detailed separately on the receipt.
  - d. See Procedure 210.102 for more information on receipts.
3. Parking a car in Des Moines to depart on an Out-of-State trip should be charged to Misc Travel Out of State (object code 2129).