

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.215	1 of 1	July 1, 2003
Subject TRAVEL IN-STATE – VICINITY DRIVING			

Vicinity Driving

When an employee is traveling within city limits as well as traveling from city to city, this should be noted on the travel payment. For example, an employee who travels from Des Moines to Ames and has several business contacts to make in Ames, would enter on the travel payment “Des Moines - Ames and Vicinity - Des Moines,” or check “Y” in the “Travel Includes Vicinity Miles” section of the Claimants Certification. Should the employee be claiming mileage entirely within the Des Moines city limits, the travel payment should be noted as “Des Moines Vicinity,” or have the “Y” checked in the “Travel Includes Vicinity Miles” section of the Claimants Certification. See Procedure 280.201 for an example.