

Using the State Travel Card

State of Iowa Individual and Departmental Travel Cards may be used for travel expenses identified in DAS State Accounting Enterprise (SAE):

Travel Card Procedure 210.101.

STEP 1: Is the expense an allowable Travel Card expense?

ALLOWABLE	UNALLOWABLE
• Out-of-State & International Registration Fees. • Airfare & Travel Agency Surcharges. • Seat Assignment. • One (1) Checked Baggage Fee. • Out-Of-State & International Lodging for Employee. (Single room charge, including applicable taxes) • Car Rental, as allowed in Procedures 210.200, 3 & 210.300, 3. • In-State Registration without Meals • In-State Lodging (Certified for Preventing Human Trafficking) on a Departmental Travel Card or Individual Travel Card. • Parking, Tolls, and Cab Shuttle Fares • Fuel (For out-of-state Rental Cars)	• Meals-Except when it is integral and are allowable with a Departmental Travel Card. See Procedure 210.103. • Lodging, Registration, and Airline Charges for anyone other than the employee <i>if an Individual Travel Card is used</i>. • Movies, Phone Calls, Gift Shop Purchases, Bar, Room Service, Laundry, any other Hotel Services. • In-State Registrations with Meals, any other Purchases. • More than one (1) checked Baggage Fee.

YES

NO

STEP 2: Has the conference expense and/or travel been approved (submit [Online Travel Authorization](#))

Do not use
Travel Card
until approved.

STOP

All Travel Card purchases must follow State Accounting guidelines. (See [Travel Card Procedure 210.101](#))

YES

**Proceed with Travel Card transaction.
Don't forget actual itemized receipts!**

Remember:

- Individual Travel Cards may only be used for the employee named on the card.
- Departmental Travel Cards may be used to charge appropriate department travel expenses and shall remain in the possession of the cardholder named on the card, not with the traveling individual.
- A personal credit card should be provided at the hotel's front desk for "incidental" expenses and personal charges that cannot be paid by the State Travel Card.
- Reimbursement for approved out-of-state travel expenses may be requested via a Travel Payment (TP) request. See [Out-of-State Travel Reimbursement Guidelines](#).
- The option of submitting electronic copies of the actual receipts is acceptable for Travel Payments (TP) in accordance with the claimant's departmental policy and processes. See [Procedure 280.200](#).
- Neither Pcards nor Travel Cards may be used for educational or relocation expenses. (Educational expenses are defined by whether college credits or grades towards degrees are being earned from an accredited institution.)

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IOWA
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