

Using the State Travel Card

The State of Iowa Travel Card 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
<ul style="list-style-type: none"> • Out-of-State & International Registration Fee • Airfare & Travel Agency Surcharges <ul style="list-style-type: none"> • Seat Assignment • One (1) Checked Baggage Fee • Out-Of-State & International Hotel Room 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 	<ul style="list-style-type: none"> • Meals • In-State Lodging • 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 • Parking, Tolls, Fuel, Cab Fares, In-State Registrations with Meals, any other Purchases • Baggage Fees for more than one (1) bag

YES

NO

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

NO

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.
- Department 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.)

State of Iowa Pcard Team

Jacquie Holm-Smith, State Pcard Program Manager
Office: 515-725-2892; Mobile: 515-446-1405
Email: Jacquie.Holm-Smith@iowa.gov

Barb Sullivan, State Pcard Program Specialist
Office: 515-281-5922; FAX: 515-725-0062
Email: Barbara.Sullivan@iowa.gov

Need Assistance?

Email: Pcard@iowa.gov

