

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.306	1 of 1	July 1, 2003 Revised 10/02/19
Subject			
TRAVEL OUT-OF-STATE – OUT-OF-STATE – LISTING OF HIGH RATE AREAS			

1. DAS-SAE-Daily Processing, in accordance with Section (11) – 41.6(2) of the Code of Iowa, has established maximum meal reimbursement rates for out-of-state cities. The cities have been classified into one of four levels, which determines the city’s reimbursement rate.
2. To identify the level of each city and the corresponding meal rate, go to the DAS-SAE website [Out-of-State City Levels](#). See Procedure 210.305; 2, b.
3. City levels are determined by the county in which they are located. If the surrounding suburb or area is not identified, it may be located with an allowed county. If a suburb/area is not specifically listed in conjunction with the city, it may be included in the county listed next to the city name. Use of an atlas may be necessary in determining the level of a city or its suburb.

Example – Kansas City, Missouri, is a Level 4, encompassing a large area which includes suburbs and small cities. As a result, four counties are listed/included with Kansas City, representing the cities and suburbs surrounding the city. If traveling to Independence, Missouri, the name of Independence is not listed on the Missouri Out-of-State City Levels. However, because Kansas City has several counties identified in conjunction with it, the individual will look up the county that Independence is located in and will find it located in one of the additional counties listed and will be reimbursed at a Level 4 city.