

## 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 1/22/09
<b>Subject</b>			
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 Iowa Administrative Code has established maximum meal reimbursement rates. As part of these maximums, cities have been classified into one of four different levels. These classifications parallel the federal government's four-level structure.
2. For a current listing of the cities in each level, go to the DAS-SAE internet site for [Out-of-State City Levels](#). The amount of reimbursement that corresponds to each level is listed in Procedure 210.305(2)(b). Rates for unlisted cities are available by calling DAS-SAE-Daily Processing at (515) 281-6224.
3. In some cases only the major city is listed. Surrounding suburbs may also be included in the same reimbursement level. Use of an atlas is helpful in determining the level of a city or suburb.

**Example** - Overland Park is considered part of Kansas City and a level 3 reimbursement rate. Any questions concerning whether a particular city or suburb is included in a level of reimbursement should be directed to DAS-SAE-Daily Processing.