

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.315	1 of 1	July 1, 2012
<b>Subject</b> TRAVEL OUT-OF-STATE – TRAVEL DEPARTMENT AUTHORITY			

1. All travel outside the state of Iowa by Executive Branch employees for conferences, meetings or related expenditures as a part of the employee's official duties must be approved on a Travel Department Authorization (TDA). This also applies to non-employees representing the State. Departments exempted from this provision are listed in Sections 8A.512A(3) and 97B.7A of the Code of Iowa.  
Approval must be obtained for:
  - Employees/Non-Employees traveling out-of-state for normal job duties.
  - Employees/Non-Employees not seeking reimbursement from the State.
  - Employees/Non-Employees who receives reimbursement from the State and the State is reimbursed for part or all expenses by a third party.
  - Or any other individual representing the State who is traveling outside the state for the above mentioned functions.
2. Travelers must take advantage of the most economical advanced booking fare offered by the respective airlines or other transportation providers. If the most economical fare is not utilized, there must be an explanation. Otherwise, the pre-auditor must adjust the claim.
3. Registration fees are to include ONLY the pro-rated costs of conducting the conference or seminar, not costs connected with entertainment. Group lunches and/or dinners included in registration fees are acceptable because the charge for these expenses will not be recorded elsewhere on the travel claim. For more information on registration fees, see Procedure 210.320.
4. Expenses for out-of-state travel should be estimated as accurately as possible. In accordance with Section 8A.513, approved out-of-state travel claims will be pre-audited to ensure final expenditures are reasonable and proper and in accordance with established travel procedures.
6. To receive permission for travel outside of Iowa, an Online Travel Authorization (OTA) document must be completed and submitted for each individual.
7. To access the Online Travel Authorization (OTA) website, click on this link. However, note that you must have been granted access to the State's network in order to logon to the OTA website. <https://eservices.iowa.gov/ota/index.faces>
8. Detailed instructions for the out-of-state travel OTA and TDA are found online in the I/3 Out-Of-State Travel Authorization and Payment Process Manual at: <http://intranet.iowa.gov/i3/>