



Local Policies – Title IB Programs

Additional Assistance

Effective Date

4/22/2021

Policy

NEIWDB identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy:

- Father of an unborn child
- Youth with no work history

Procedures

Northeast Iowa LWDA always follows State ePolicy in addition to the approved local policies.

<https://epolicy.iwd.iowa.gov/Policy/Home>



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TRAVEL EXPENSE FORM

(Updated 8/16/2025)

Submitted by:		Date:	
Dates of Travel:		Destination:	
Representatives for Whom Reimbursement is Being Requested:			
Reason for Travel:			
<p>All expenses must be submitted with itemized receipts and supporting documentation. Mileage reimbursement requests must include a Google Maps printout (or equivalent) showing the route traveled.</p>			
Reimbursements:			
	# of Receipts	Amount	
Mileage - \$0.50/mile:		\$	
Meals – Maximum \$37/day:		\$	
Transportation (Uber, Taxi, etc.):		\$	
Lodging:		\$	
Airfare/Baggage:		\$	
Miscellaneous (Specify below):		\$	
		Total Reimbursement:	\$
Executive Director/Board Chair:	<input type="checkbox"/> Approve		<input type="checkbox"/> Not Approved
Signature:		Date:	
Are there any credit card charges associated with this trip? If yes, please list related charges and amounts:			
Additional Comments:			