



Local Policies – Administration and Governance

Travel

Effective Date

4/22/2021, Revisions 11/21/2022, 8/19/2025

Purpose

Guidelines for Meals, Lodging and Travel Expenses under WIOA.

Policy

General Policy

NEIWDB Board Members, CEOs, and Staff may be reimbursed for meals, lodging, and travel costs incurred in the performance of administrative and program functions related to WIOA. Reasonable travel costs necessary to manage the grant, provide oversight, and measure program effectiveness are allowable. Reimbursement must comply with Code of Federal Regulations (CFR) requirements.

Travel costs incurred by the NEIWDB shall be limited to travel directly related to the services performed. For mileage and meal reimbursement, the NEIWDB shall follow the State of Iowa travel policies for Executive Branch employees as set forth in the Department of Administrative Services; State Accounting Policy and Procedures Manual, Section 210, <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/210-travel> and must be consistent with all Iowa Executive Orders currently in effect. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable, and conform to the Federal law, rules, regulations, and guidance, including 2 CFR 200.475, and current and future USDOL guidance, policies, and procedures. Lodging costs will be reimbursed if they are actual and reasonable and consistent with the Subrecipient's approved travel policy. All travel must comply with the Fly America Act (49 USC § 40118). WIOA Funds cannot be used for foreign travel, as stated in 20 CFR 683.250(b).

Guiding Principles

- Reimbursement for travel is authorized for official NEIWDB business within the annual budgetary limits.
- Written permission from the Executive Director or Board Chair is required prior to travel unless attending routine scheduled meetings, committee sessions, trainings, or standard business within the Local Area.
- A travel expense form must be completed for reimbursement requests.
- CEOs may request mileage reimbursement if not provided by their county of service.
- Completed forms should be submitted to the NEIWDB Executive Director/designee for approval and processing; all expenses are also reviewed by the fiscal agent.
- Executive Director's travel expenses outside the Northeast Iowa Local Area must be approved by the Board Chair before submission to the fiscal agent.



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- No reimbursement is provided for expenses already reimbursed by other sources ("double dipping" is prohibited and subject to action to recover expenses).
- All expenses must be supported by adequate documentation such as conference/meeting agendas, invoices, etc. (See 2 CFR Part 225).
- NEIWDB is the fiscal recipient and custodian of federal funds, which must be safeguarded and used only for legitimate purposes directly supporting the mission of the board.
- For travel by board, commission, advisor council or task force members refer to **Section 210.245** of the Iowa State Accounting Policy for any additional or specific rules.
- All reimbursements must state the allowable meal reimbursement as well as applicable actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties. Reimbursements must be submitted within 30 days of completion of travel.

Mileage Reimbursement

- Miles are calculated from the representative's domiciled business address to the business site and back.
- Mileage Rate: \$0.50 per mile when using a personal vehicle for board business. The most direct route must always be used. **Procedure 210.130**
- A Google map showing actual miles must accompany the travel reimbursement form.
- At times it may be expedient for an employee to conduct official business enroute to or from his/her residence or official domicile. In these cases, the employee may be reimbursed the extra miles traveled in excess of commuting miles which are traveled to accomplish the task. If an employee travels from his/her residence to a work station not in their official domicile, conducts official state business, and returns to their residence, mileage reimbursement shall be made for miles driven in excess of those driven in commuting to the official domicile.
- If the official domicile and the residence are not identical, mileage reimbursement is only for the excess miles driven above regular commuting miles.
- For additional information please refer to the State Accounting Policy and Procedures Manual, Section 210: <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/210-travel>

Lodging

- If the event is hosted at a hotel, the negotiated conference rate may be accepted with prior approval if it exceeds the GSA per diem rate.
- Reimbursement is at the single room rate for reasonable hotel costs; convenience and proximity to other venues are considered for reasonableness.
- Lodging outside Northeast Iowa Local Area requires approval at least 14 days in advance.
- The specific local GSA rate should be followed; a written explanation is needed if not adhered to.
- Tips and room service are considered part of per diem and are not reimbursable.



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- Fully itemized invoices are required for lodging (no statements or register receipts accepted).
- Lodging costs will be reimbursed if they are actual and reasonable.
- Parking is allowable as long as it is reasonable and necessary.
- Please refer to State Accounting Policy and Procedures Manual, Section 210:
<https://das.iowa.gov/state-employees/state-accounting/travel-relocation/210-travel>

Meals

- Meal and refreshment costs are allowable only when necessary and reasonable for efficient performance and administration of a grant award.
- Meal Reimbursement is limited to \$37 per day (Breakfast: \$8; Lunch: \$10; Dinner: \$19).
- Tips are allowable up to 15% before tax. Per SAE Procedure 210.103(4) tips and applicable taxes are included in the maximum meal per diem rate.
- Room service is reimbursable only if it does not cause the total meal cost to exceed the \$37 daily limit.
- No alcoholic beverages are permitted.
- All meal receipts must be itemized.
- For additional information please refer to the State Accounting Policy and Procedures Manual, Section 210: <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/210-travel>

Examples of allowable meal costs include:

- Meals incidental to meetings or conferences where the primary purpose is to disseminate technical information.
- Meals incurred during meetings or conferences with external customers or colleagues outside the entity's organization.
- Working lunches with adequate documentation justifying the meeting during mealtime hours.

Miscellaneous Reimbursements

- All disbursements of WIOA funds, including miscellaneous expenses, must be documented, reasonable, and allowable to one or more grants.
- Miscellaneous expenses should be claimed under "miscellaneous expense" on the travel form with supporting receipts for each transaction.
- Actual receipts must be attached to the travel payment to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable.
- Receipts are required for:
 - Admission tickets
 - Registration receipts
 - Taxi, Uber, Lyft services
 - Tolls, garage, and parking fees



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Travel Request Process and Procedure

- Expenses will not be reimbursed unless the Expense Form is submitted.
- The Expense Form must be submitted within 30 days of the trip and filled out completely.
- Delays in submission will result in delays in processing; timelines may be extended.
- The Board Chair/Executive Director verifies the form and receipts, approving within 5 business days.
- The Executive Director emails the form to the Fiscal Agent for processing.
- All travel expense payments will be processed and paid by the Fiscal Agent within 30 days of receipt.

Attachments

Travel Expense Form



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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:			