

Guidelines for Reimbursable Transportation and Travel Expenses by Professional Consultants

Reimbursable transportation and travel expenses shall be limited to those incurred in travel out of the State of Iowa on behalf of the Project. Such travel shall be taken only when authorized in advance by the Owner's Representative. No in-state travel including, but not limited to, site visits or on-campus meetings shall be reimbursed for personnel that reside in or work from offices in Iowa. If portions of any trip are for purposes other than Project business, charges must be pro-rated appropriately. Any expenses other than those listed below must be approved by the Owner's Representative prior to expenditure to be considered for reimbursement.

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Expense Type	Reimbursement Policies	Receipt Required?
Airfare	Actual cost of the least expensive class available. Business class and first class are not reimbursable. Reimbursable air travel must be approved in advance by the Owner's Representative.	Yes - Passenger receipt coupon or a copy of the E-ticket confirmation showing the amount paid.
Airport Shuttle	Actual expense, including gratuity.	No
Car Rental	Iowa State University has a contract with Enterprise Rent-A-Car and National Car Rental, both of which are operated by Enterprise Holdings, Inc. Consultants and contractors whose car rental expenses are being reimbursed by the university should use this contract. Details on using this contract are available from ISU.	Yes
Car Repairs, Car Maintenance, Car Accidents, Car Washes, Oil Changes, Locksmith Charges	Not reimbursable.	N/A
Faxes, Internet Service	Actual expense necessary for university business only when free services are not available. (See "Telephone" below.)	Yes, if \$75 or more.
Flight Insurance	Not reimbursable.	N/A
Gratuities (Tips)	Actual amounts paid for cabs, skycaps, bellmen, etc. will be reimbursed. Meal gratuities cannot be claimed separately as a means of exceeding meal maximums.	No

Expense Type	Reimbursement Policies	Receipt Required?
Lodging	<p>Single rate. Charges for faxes, internet service, photocopying parking and business-related long-distance calls will be reimbursed when free services are not available and must be detailed on the hotel receipt. Charges for staying with friends or relatives are not reimbursable. In-room movies are not reimbursable.</p> <p>Maximum reimbursement for hotel stays in Ames Iowa is \$110.00 per day unless approved in advance by the Owner's Representative. Note that reduced rates are available at many local hotels and should be arranged through ISU.</p>	Yes – Itemized hotel receipt required.
Meals , Food, Snacks	Actual expenses, \$40.00 per day maximum. Gratuities may be included. Alcohol must be excluded.	No
Mileage – Personal Vehicle	<p>IRS Allowable Reimbursement Rate for Current Year.</p> <p>The official station (starting point) will be the location of the traveler's permanent office or home, whichever is less. Whenever an travel is other than by the shortest route, an explanation must be provided. Mileage shall be based on recorded by odometer readings or may be determined from Mileage Guide - Iowa or the Mileage Guide - Out-of-State.</p>	No
Parking	Actual expense.	Yes, if \$75 or more.
Personal Grooming Items	Not reimbursable.	N/A
Taxis, Cabs, Buses, Airport Shuttles, Subways	Actual expense including tip. Not to be used solely for going to dinner.	No
Tolls	Actual expense. Receipts often are not given.	No