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| Hawkeye Area Community Action Program, Inc. | Policy # 310 |
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| Travel Reimbursement | Effective: April 28, 1983 |
| | Revised: March 17, 2022 |
| APPROVED BY: HACAP Board of Directors | |

Policy Statement

Individuals traveling in-area, on necessary business for Hawkeye Area Community Action Program, Inc. will be reimbursed for mileage expenses incurred. The reimbursement shall be made at a rate approved by the HACAP Board of Directors. In-area travel is travel that occurs within HACAP's service area.

Individuals traveling out of area on authorized business for HACAP will be reimbursed for travel expenses incurred. The meal and incidental reimbursement for travel expenses outside of the HACAP service area but within the State of Iowa will be made at the rate established by the Federal Government Services Administration guideline for the state of Iowa unless a lower rate is required by a funder. The reimbursement for travel expenses outside the state of Iowa will be made at the per diem rates established by the Federal Government Services Administration for subsistence and incidental expenses, actual cost for lodging, airfare, train fare, cab fare and parking, and mileage at the agency approved rate for actual miles driven.

Standard Operating Procedure

All out of area travel reimbursement will require the completion of an Out of Area Travel Closeout Form. Per Diem will be paid based on the length and type of travel.

Per Diem will be paid as follows:

- Out of state travel – full day
- In state out of area travel – full day for overnight travel when traveler is required to leave before 8:00 am, partial day (75%) for overnight travel that begins after 8:00 am or ends prior to 6:00 pm. Full day per diem will be paid for same day travel that is more than 12 hours in duration and begins prior to 8:00 am. Partial day per diem (75%) will be paid for same day travel that is less than 12 hours in duration.

Per Diem is used for food and incidental expenses. You do not need to retain receipts for those items. Incidental expenses do not include parking, cab fare, shuttles, etc. Receipts are required if a traveler is seeking reimbursement for those items.

Per Diem is not authorized for in area travel.

Authorized in area travel will be reimbursed to employees at a rate approved by HACAP's Board of Directors. In area travel reimbursement requires the completion of the Cash Disbursement for In Area Travel.

Process Manager

This policy was written by the Business Office for use by all HACAP operations. Questions regarding this policy should be directed to the Business Office at 319-393-7811.