



Iowa Cancer Consortium Travel Policy

Revised by the Board of Directors: February 29, 2024

By signing an Iowa Cancer Consortium [Travel Request Form](#) the traveler signifies that the identified expenses are accurate and complete and will not be claimed for reimbursement from any other source nor claimed as a tax deduction.

Original electronic or paper receipts or copies must accompany the Travel Request Form.

Travel must be approved by the Executive Director or their designee in advance to be eligible for reimbursement in accordance with this policy.

I. Airfare

Only coach or economy class airfare is allowable for Consortium personnel on business travel. One checked bag will be reimbursed for travel periods over two days and must be booked during original purchase. Upgrades are not reimbursable. Flights must be booked 14-21 days in advance unless expressly approved by the Executive Director or a Board member in their absence.

II. Lodging

Lodging reimbursement is limited to the actual/reasonable cost of a single room plus applicable taxes only. Lodging rates must follow specific grant/program guidelines. Upgrades or incidentals are not reimbursable and must be placed on personal credit card. In some instances incidentals such as parking may be reimbursed with prior approval from Executive Director or their designee.

III. Meals

Actual meal expenses should be claimed and may not exceed the daily allowance for each destination. Additionally,

- Meal tips should be included in the meal claim and may not be claimed as a separate expense. Tips will not be reimbursed above 15% of the cost of the reimbursed item before tax, delivery fees, etc. Total amount, including tip, will be reimbursed up to the allowed amount listed in the table below.
- When meals are provided as part of a conference or meeting, travelers will not be reimbursed for the cost of the meal when the traveler chooses to eat outside the conference.
- Meal costs over the maximum allowance are at the traveler's expense.
- Alcohol is not a reimbursable travel expense.
- Itemized receipts for all meal claims must accompany the [travel request](#).



- If one individual who is eligible for meal reimbursement pays for meals for another individual(s) who is eligible for meal reimbursement, these expenses should be claimed on the travel voucher of the individual who paid. The person who did not pay should not claim an expense for that specific meal on their voucher.
- To be reimbursed for meals as travel expenses, the traveler must be in travel status during the following time frames to qualify for individual meal reimbursements:

	Departure Date Leave Prior to	Return Date Arrive After	Meal Allowance
Breakfast	6:00am	8:00am	Rates must follow specific grant guidelines. Currently \$12.00
Lunch	11:00am	1:00pm	Rates must follow specific grant guidelines. Currently \$15.00
Dinner	5:30pm	7:30pm	Rates must follow specific grant guidelines. Currently \$29.00

Travel status is defined as the time the traveler leaves their home or office until the time the traveler arrives at their home or office (not flight times).

IV. Mileage

Trips approved by the Executive Director or their designee will be reimbursed at a rate of \$.50/mile, unless otherwise specified by a grant or contract agreement. Commuting from home to office is not a reimbursable mileage expense. Mileage reimbursement will be made payable to owner of the vehicle only. Mileage for local travel (within Johnson and Linn Counties) may be submitted for reimbursement once per month per person to reduce administrative burden. Travel related to non-local (outside Johnson and Linn Counties) conferences and meetings may be submitted immediately following the travel.

V. Personal Automobile

Any person authorized to travel on Consortium business may choose to use their personal automobile, but does so at their own risk and is personally responsible for all costs of operation, including repairs to the automobile, and for public liability and property damage.

VI. Automobile Rental

An individual may choose to rent an appropriate economy vehicle based on number of passengers and luggage requirements for trips over 100 miles. Valid driver's license and personal credit card required. Rental agreement must be pre-approved by Executive Director or their designee and booked prior to trip. Additional charges for upgrades or fees for non-required benefits/coverage are not allowed. The



rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Itemized receipts are required for reimbursement.

VII. Ride Sharing and Ground Transportation

Consortium travelers may use Uber, Lyft, other ride-share platforms, taxis, shuttles, or other local transportation for business-related travel. When selecting ground transportation, the most cost-effective and convenient options must be selected. Additionally,

- If the conference host provides a free shuttle to a particular event, other transportation services will not be reimbursed.
- Authorized travelers should select the appropriate economy vehicle type based on the number of passengers and luggage requirements when using ridesharing.
- Only rides to and from airport, hotel and or conference/meetings will be reimbursed. Personal rides within the conference trip will not be reimbursed.
- Tips will not be reimbursed above 15% of the cost of the reimbursed item before tax.
- Itemized electronic receipts must be provided for reimbursement.

VIII. Parking

A Consortium traveler will be reimbursed for parking expenses incurred as a result of travel. This includes parking at conferences, hotels and the airport. Parking stub or receipt with date and time stop are required for reimbursement.

IX. Acknowledgment

I have read and understand the purpose of the Iowa Cancer Consortium's travel policy. I understand that strict adherence to this policy is a condition of reimbursement for travel expenses. If I do not understand something regarding this policy or do not have a personal credit card, I will contact the Iowa Cancer Consortium Executive Director immediately for clarification and further instruction, I agree to abide by the Consortium's policy.

Signature

Date

Name (print)