

Overview of ISU Travel Allowances

(please see the links below for the complete information from the Controller's Department)

Most Common Travel Expenses	In-State Travel	Out of State Travel	Foreign Travel	Comments	Receipt Required?
Breakfast	Actual Expense - Maximum \$6	Actual Expense - Maximum \$8	Actual Expense or Per Diem Rate	For domestic travel, expenses for a specific meal may exceed maximum rate if total cost does not exceed the daily total of \$31/day (in-state) or \$40/day (out of state); if a conference provides a meal, the traveler cannot claim that meal; a gratuity may be included if it does not result in the allowable amount being exceeded; group meals require receipts; must be in travel status from 7:30am through 8:00am to claim breakfast, noon through 1:00pm to claim lunch, and 5:30pm through 6:30pm to claim dinner.	No, unless required by department, \$75 or more, or for a group meal.
Lunch	Actual Expense - Maximum \$9	Actual Expense - Maximum \$12	Actual Expense or Per Diem Rate		
Dinner	Actual Expense - Maximum \$16	Actual Expense - Maximum \$20	Actual Expense or Per Diem Rate		
Lodging	Actual Expense	Actual Expense	Actual Expense For Single Rate or Per Diem Rate	Foreign lodging requires receipt even when the per diem rate is used. Please see FAQ - Lodging for additional information.	Yes, the itemized receipt must show all charges have been paid.
Airfare	N/A	Actual Expense	Actual Expense	Travelers should use ISU's contracted travel agency; travelers use personal credit cards at their own risk; only economy or coach fares are allowed, and the documentation must show the fare class. See FAQ - Air Travel for additional information.	Yes, the itemized receipt must show all charges have been paid.
Car Rental	Actual Expense	Actual Expense	Actual Expense	See purchasing website for preferred contractor information for Enterprise and National.	Yes, the itemized receipt must show all charges have been paid.
Baggage Fees	N/A	Actual Expense	Actual Expenses or Per Diem Rate	Baggage necessary for business travel. Additional charges to accommodate vacation travel, or for personal items such as golf clubs, are not reimbursable.	Yes, if \$75 or more.
Mileage	Current Approved Rate	Current Approved Rate		Rate ≥ 100 miles: \$.29 cents/mile; Rate < 100 miles: \$.58 cents/mile (Current rates as of 1/1/2019)	
Parking	Actual Expense	Actual Expense	Actual Expense		Yes, if \$75 or more.
Taxis, Cabs, Buses, Airport Shuttles, Subways	Actual Expense Including Tip	Actual Expense Including Tip	Actual Expense Including Tip	Using a taxi to travel to the Des Moines airport or solely for going to dinner is discouraged.	Yes, if \$75 or more.
Links	ISU Travel Information Employee Reimbursements Tutorials For questions, please contact Dave Baker (4-1940) or Bill Cahill (4-5124)				

