

SRC TRAVEL REIMBURSEMENT GUIDANCE

State Rehabilitation Council members will be reimbursed for meal costs and travel expenses associated with attending SRC meetings. **Lunch is provided at each of the quarterly meetings.*** If attendance necessitates travel to Des Moines the night before, or an early departure (prior to 6:00 a.m.) or late return (after 7:00 p.m.), other meals may be claimed at rates noted below.

Original detailed receipts are required when claiming for meals and/or lodging.

MEALS

Maximum reimbursable rates (which **includes** 15% tip)

Breakfast	12.00
Lunch	15.00
Dinner	29.00
TOTAL	\$56.00

*Because lunch is provided the day of the SRC meeting, the \$15 allotted for lunch is not reimbursable on that day only.

Regarding meal receipts:

If you receive an itemized credit card receipt with the name of the establishment, date/time, city/state, and items purchased, it is a valid receipt. You normally receive two receipts when using a credit card at a restaurant. One is simply proof of the amount charged against your credit card, (not acceptable alone). The other receipt includes an itemization of what you are being charged. **This itemized receipt must be submitted for the reimbursement.**

LODGING

Maximum reimbursable amount for council members is \$98 per night, plus tax.

Lodging facilities at state-contracted rates:

- [Single room rate of \\$65 or less](#)
- [Other lodging/rates](#)

MILEAGE

Mileage is \$.39/mile.

PERSONAL ATTENDANT SERVICES

Provide a paid original invoice for the services. The invoice should show the following:

- Name and address of the person who provided services
- Date services provided
- Type of service (care services or something general is fine)
- Number of hours, hourly rate and total amount paid.