State of Iowa

Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

EXECUTIVE ORDER NUMBER THIRTEEN

WHEREAS, Iowans reasonably expect that State government expense reimbursements will be properly accounted for; and

WHEREAS, it is the goal of the Culver-Judge Administration to maintain cost-effective and transparent practices within government, in a manner that ensures that taxpayer funds are used effectively and that information concerning how those funds are spent by employees who work at State agencies is available to the public; and

WHEREAS, state employees who seek reimbursement for costs incurred by them in the course of their official duties for such things as meals, travel and other work-related expenses should be held accountable for demonstrating that those expenses have been incurred; and

WHEREAS, the Department of Administrative Services (DAS) is the state agency that is best equipped to establish an enterprise-wide policy that will assure the creation of an expense reimbursement process consistent with all applicable accountability, transparency and cost-effectiveness standards, in a manner that will prevent and detect any instances of fraud, waste or abuse; and

NOW, THEREFORE, I, Chester J. Culver, Governor of the State of Iowa, by the power vested in me by the laws and the constitution of the State of Iowa do hereby order:

I. DAS is directed to implement policy that requires every executive department of the Culver-Judge Administration to institute cost-effective and transparent accounting practices that will track reimbursements paid to state employees for meals, travel and other work-related costs and that will prevent and detect any instances of fraud, waste or abuse.

II. The policy shall provide that executive branch employees shall submit actual receipts, provided by the supplier, for meals, travel and other work-related, allowable costs.

III. DAS shall work with appropriate executive branch departments to develop the most cost-effective and efficient methods of implementing the policy.

IV. DAS shall implement the policy effective July 1, 2009 for all meals, travel and other work-related costs incurred on or after July 1, 2009.

V. On or before December 31, 2009, DAS shall issue a report to the Governor setting forth the terms and conditions of the policy and describe the effect of the policy during the first six months of its implementation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of Iowa to be affixed. Done at Des Moines this 26th day of May, in the year of our Lord two thousand nine.

CHESTER J. CULVER
GOVERNOR

ATTEST:

MICHAEL A. MAURO
SECRETARY OF STATE