

11—41.4(8A) Authorization for travel.

41.4(1) *Approval by administrative head of the agency.* All official travel shall be authorized by the administrative head of the agency or the designated representative, prior to the travel whenever possible. This applies to in-state travel which is not subject to executive council approval.

41.4(2) *Out of state.* Official travel out of the state must receive prior approval in writing from the executive council of the state except those employees exempt from executive council approval pursuant to Iowa Code Supplement section 8A.512 or other specific statutory exemptions.

41.4(3) *Requests for out-of-state travel.* All requests for out-of-state travel shall be on a form approved by the executive council, and shall include information as the council deems necessary.

41.4(4) *Most economical or advantageous mode of travel.* Reimbursement for transportation approved by the administrative head of the agency shall be for the most economical or advantageous mode and by the usually traveled route.