

545—9.3(384) Filing of claims. Claims for reimbursement shall be filed on forms prescribed by the director of the department of management. Forms may be obtained from the department of management.

Claims for payment shall be filed with the Department of Management, State Capitol, Des Moines, Iowa 50319. Claims must be filed within 90 days after the officer has resigned. If a reasonable cause can be shown, the due date may be waived. Claims filed after May 15 of any fiscal year will be considered for reimbursement in the following fiscal year. No more than one claim may be submitted for each reimbursable expense.

Claims shall be signed by the mayor or chairperson of the board of supervisors and attested by the city clerk or county auditor.