



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

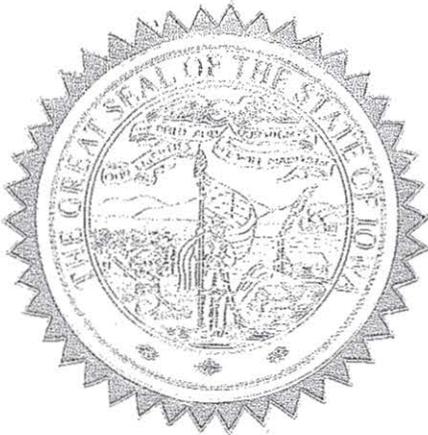
**WHEREAS**, it is the goal of the Culver-Judge Administration to maintain cost-effective and transparent practices within government, in a manner that ensures that taxpayer funds are used effectively and that information concerning how those funds are spent by employees who work at State agencies is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

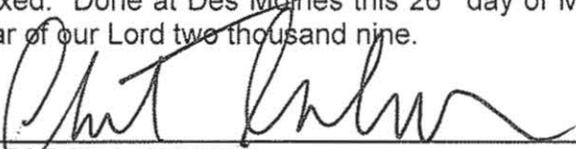
**WHEREAS**, the Department of Administrative Services (DAS) is the state agency that is best equipped to establish an enterprise-wide policy that will assure the creation of an expense reimbursement process consistent with all applicable accountability, transparency and cost-effectiveness standards, 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:

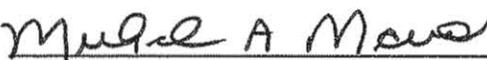
- I. DAS is directed to implement policy that requires every executive department of the Culver-Judge Administration to institute cost-effective and transparent accounting practices that will track reimbursements paid to state employees for meals, travel and other work-related costs and that will prevent 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 26<sup>th</sup> day of May, in the year of our Lord two thousand nine.

  
\_\_\_\_\_  
CHESTER J. CULVER  
GOVERNOR

ATTEST:

  
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MICHAEL A. MAURO  
SECRETARY OF STATE