

Travel Policy – Hotel Lodging in the Des Moines and Ames Areas

1/1/22

The State of Iowa rate is \$80 per night. For Agency business travel, employees are encouraged to stay at one of these preferred hotels in Des Moines or Ames that offer rates \$75.00 - \$84.00 per night (+ applicable taxes):

Des Moines:

- **Wildwood Lodge (B, F, I, P) - \$84.00 + tax** – 11431 Forest Avenue, Clive, IA 50325 (515) 222-9876
- **Hampton Inn (B, F, I, P) - \$80.00 + tax** – 7060 Lake Drive, West Des Moines, IA 50266 (515) 223-4700
- **Fairfield Inn & Suites (B, F, I) - \$80.00 + tax** – 7225 Vista Drive, West Des Moines, IA 50266 (515) 225-6100
- **Springhill Suites (B, F, I, P) -- \$80.00 + tax** – 1236 Jordan Creek Parkway, WDM, IA 50266 (515) 223-9005
- **Sleep Inn (B, I, P) - \$80.00 + tax** – 885 S. 51st Street, West Des Moines, IA 50265 (515) 978-4012
- **Holiday Inn & Suites (B, F, I, P) - \$80.00 + tax** – 4800 Merle Hay Rd, Des Moines (515) 278-4755
- **Staybridge Suites (B, F, I, P) - \$75.00 + tax** – 6905 Lake Drive, West Des Moines, IA 50266
Note: Rate available 9/1 – 4/30, rates are higher for 5/1 – 8/31 so hotel is not to be used then
(515) 223-0000
- **Hampton Inn-Des Moines Airport (B, F, I) - \$80.00 + tax** – 5001 Fleur Dr, Des Moines, IA 50321 (515) 287-7300
- **Comfort Inn (B, F, I P) - \$80.00 + tax** – 2023 Adventureland Dr, Altoona, IA 50009 (515) 967-4412
- **AmericInn by Wyndham (B, F, I, P) - \$80.00 + tax** – 5050 Merle Hay Road, Johnston, IA 50131 (515) 270-1111

Ames:

- **Best Western Plus (B, F, I, P) - \$80.00 + tax** – 2500 University Boulevard, Ames, IA 50010 (800) 780-7234 or (515) 296-2500
- **Comfort Inn (B, F, I, P) - \$80.00 + tax** – 603 S. 16th St, Ames, IA 50010 (515) 663-9555

Amenities/Features: B=Complimentary Breakfast, F=Fitness Room, I=Free Internet Access, P=Indoor Pool

* Blackout dates include: Iowa State Fair, August 2021; World Pork Expo, June 2022; Drake Relays, April 2022.

When making arrangements at the above hotels for Agency travel, employees are to contact the hotel and report you are with Grant Wood AEA. Payment by the staff person will be required if using Professional leave dollars. Charges for Agency-directed travel will be direct billed to the Agency and require a purchase order. The final receipt provided by the hotel to employees will reflect both state taxes and hotel tax. **Employees are to forward the hotel receipt to the Business Office immediately upon return.** Staff are encouraged to make room reservations as soon as possible when meeting and travel plans are known. If no rooms are available at the designated hotels, a listing of hotel options with rates of \$84/per night or less is provided below. **The maximum rate of \$84/night is what will be allowed for stays in the Des Moines area.**

Travel Policy – Hotel Lodging in the Des Moines and Ames Areas

Below is a listing of additional hotels that offer a state rate for State of Iowa employees (some may extend those rates to political subdivisions like GWAEA depending on availability of rooms). This listing is subject to change and the most current listing can be found at <https://das.iowa.gov/procurement/agencies/hotel-motel-and-bb-listing>

Please note that since the Agency does not have a direct billing relationship established with these hotels, payment arrangements have to be determined by working with your secretary at the time reservations are made.

Des Moines Area (includes West Des Moines, Urbandale, Johnston, Clive, Altoona and Ankeny)
Rate does not include hotel taxes of 12%.

Hotel	Rate	Phone	Address
Americinn Hotel - Airport	\$80	515-285-5180	1920 Hackley Ave, Des Moines
Drury Inn & Suites	\$80	515-457-9500	5505 Mills Civic Pkwy, WDM
Hampton Inn & Suites	\$80	515-218-1110	6160 Mills Civic Pkwy, WDM
Marriott	\$80	515-267-1500	1250 Jordan Creek Pkwy, WDM
Super 8	\$80	515-967-7888	2101 Adventureland Dr, Altoona
Best Western Plus - Altoona Inn	\$80	515-967-2400	300 34th Ave NW, Altoona
Americinn by Wyndham	\$80	515-964-2004	1610 SE Oralabor Rd, Ankeny
Courtyard by Marriott	\$80	515-422-5555	2405 SE Creekview Dr, Ankeny
Sleep Inn & Suites	\$80	515-240-5465	2406 SE Tones Dr, Ankeny

Other hotels in the Des Moines area may offer a rate of \$84/night or less, depending on room availability.

Staff will be allowed the flexibility to make reservations at other locations, as long as the rate does not exceed \$84/night. When using these hotels that do not have a direct bill relationship with the Agency, payment arrangements have to be determined by working with your secretary at the time reservations are made.

Any exceptions to this lodging policy require approval by an executive administrator prior to travel. Exceptions may be considered in these cases: a) no rooms are available at the listed hotels b) the employee is directing or has another key responsibility in facilitating a conference at a different hotel location or c) other extenuating circumstances as determined by the executive administrator.

If you have questions regarding these procedures, please contact your secretary, supervisor or the Business Office (x6707 or mbendickson@gwaea.org).

Please note: Some of the above hotels will extend these rates to GWAEA employees for personal use when discounted rooms are available. State & local taxes will apply.