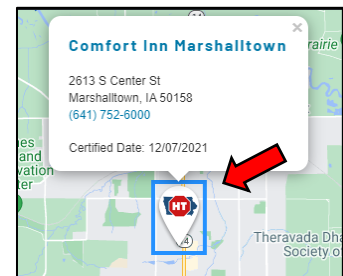


Pursuant to [Iowa Administrative Code \(IAC\) 80.45A](#), beginning 01/01/2022, all in-state lodging providers must complete the Department of Public Safety's Human Trafficking Prevention Training certification to receive public funds for State employee lodging, conferences, meeting, banquets, or any state-funded event. If a lodging provider is not certified, public funds cannot be used for travel reimbursement or any other expense.

Per the Department of Administrative Services' State Accounting Enterprise policy 210.205 (in part): **Employees shall provide a screen shot of the search for the lodging provider showing it as a certified location with the request for reimbursement.**

1. Prior to reserving a lodging establishment for overnight travel, go to the Stop Human Trafficking website at <https://stophtiowa.org/certified-locations>. You may search for a lodging by either zooming-in on the map, *or* by entering search terms in the fields.

2. To search by using the map, hold down **Ctrl** while scrolling, and click on the map pin. Take a screenshot of the certification and attach it to your Expense Report in Workday.



3. To search by using the search fields, enter the appropriate information in the field(s), and click **Apply**. Take a screenshot of the certification and attach it to your Expense Report in Workday.

CERTIFIED LOCATIONS

Location Name	County	Certified Date
Marshalltown		

Apply

COMFORT INN MARSHALLTOWN

2613 S Center St
Marshalltown, IA 50158
gmia052@choicehotels.com
[\(641\) 752-6000](tel:(641)752-6000)
Certified Date: 12/07/2021