



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

TO: Financial Managers AC202301
FROM: Nick Miller, Division Administrator, State Accounting Enterprise
DATE: December 15, 2022
SUBJECT: Accounting Policy and Procedures Manual Change

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedures Manual, which will become effective on **January 1, 2023**.

The updated policy is temporarily located in [Section 001-Updated Documents](#) for your review. Because documents are audited according to the rules that were in effect **at the time the expense occurred**, you must retain your own copies of the present policy. You will use this when processing documents with dates occurring before January 1, 2023.

The State Accounting Policy and Procedures Manual is located online at:
<https://das.iowa.gov/state-employees/state-accounting/state-accounting-policy-procedures-manual>.

See the following for a description of the effected policies with noted changes.

PROCEDURE	CHANGE
210.101 Travel; General; Travel Card	The Department Travel Card is now allowable for the purchase of In-State lodging.

If you have questions, please contact me.