



July 16, 2021

AC202112

MEMORANDUM

TO: Financial Managers

FR: Nick Miller, Division Administrator, State Accounting Enterprise

RE: State Accounting Policy and Procedure Manual Change

PLEASE PASS THIS INFORMATION TO APPROPRIATE PERSONNEL

Below is a summary of a change in the State Accounting Policy and Procedure Manual which will go into effect **August 1, 2021**.

Effective August 1, 2021, the policy presently located online will be *replaced* with this updated version. Because claims 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 these when processing claims with dates occurring before August 1, 2021.

The current policy is located in the DAS State Accounting Policy and Procedures Manual.

The updated policy is **temporarily** located in [Section 001-Updated Documents](#) for your review. This policy will replace the appropriate procedure in the manual on August 1, 2021.

PROCEDURE	CHANGE
210.245 - Travel – In-State – Board, Commission, Advisory Council, and Task Force Members	2.b Increase of maximum lodging reimbursement rate to \$120.00, plus applicable taxes, per day.