



TO: All Financial Managers AC200022
And Accounting Personnel

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 12, 2000

SUBJECT: Accounting Policy and Procedure Manual Updates

Please find enclosed update pages to the Accounting Policy and Procedure Manual. Please pay close attention to procedure 210.130 which contains the new mileage reimbursement rates effective 7/1/00. Some procedures include fairly minor changes, and since the intent of the procedure did not change, entire procedures were not reissued. The effective date of the page revision is directly under the effective date of the policy to help ensure that you are using the proper revised page. I have attached replacement pages for your manual. Below is a summary of the changes.

<u>PROCEDURE #</u>		<u>EXPLANATION</u>
203	Administrative Rules	Current Administrative Rules, note change in 201.1(2) Interest on claims
204.200 #2, #3, #7	General Provisions-Original Invoice	Fax, Photocopies, and Credit Card receipts are acceptable under these terms Per PAC- EFFECTIVE 7/1/00
204.250 #1	General Provisions-Use of TP vs. a PV	Changed reference to read 204.400 (4)
210.115 #3	Travel-General-Direct Billing	Added # 3 to allow gratuity for direct billings Per PAC
210.115 2a(2)	Travel-General-Direct Billing	Added or Designee – Per PAC
210.130	Travel-General-State Owned Vehicles	New mileage rate increase of \$.22 and \$.29 Per Fleet and Mail- EFFECTIVE 7/1/00
210.130 #6	Travel-General-State Owned Vehicles	Changed annual maximum miles to 15,000 Per Fleet and Mail
210.135 2c	Travel-General-Reimbursement of Parking	Deleted last sentence

210.205 2a(1)	Travel-In-State-Subsistence Allowance	Added a) to include express/rapid check out
210.205 #13	Travel-In-State-Subsistence Allowance	Changed reference to read 210.110
210.220 1a(2)	Travel-In-State-Registration Fees	Added or Designee – Per PAC
210.220 #7	Travel-In-State-Registration Fees	Added # 7 Internet registration receipts Per PAC
210.305 2a(1)	Travel-Out-Of-State-Subsistence Allow	Added a) to include express/rapid check out
210.306 pg.2	Travel-Out-Of-State- listing of High Rate	Clarified level 1 cities
210.315 pg.9	Travel-Out-Of-State-Travel Authority	Current form for Change Request Per Executive Council
210.320 # 4	Travel-Out-Of-State-Registration Fee	Added # 4 Internet registration receipts Per PAC
220.100	Employee Expenses-Relocation Policy	Entire policy revisions- Per IDOP
220.150 4b(2)	Employee Expenses-Educational Leave	Typo, grade is a "B-"
220.350 1(c)	Employee Expenses-Employee Productivity	Deleted first sentence - Per PAC
240.150 2c	Miscellaneous-Prior Approvals	2c moved to 3c – Per PAC

I also want to inform you as soon as we have determined how to execute the legislation in SF2452 signed May 23rd, there will be a revision made to the appeal board procedure, which will eliminate the 90 day rule in the current FY, effective 7/1/00. More details will follow.

If you have questions or comments you may email (Trina.Brietske@idrf.state.ia.us) or call (515) 281-4497.