



TO: All Financial Managers AC201804  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: November 6, 2017  
SUBJECT: **Accounting Policy and Procedure Manual Changes**

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

Below is a summary of changes to policies in the DAS-SAE Accounting Policy and Procedure Manual. Effective January 1, 2018, Travel Advances will no longer be authorized for In-State and Out-of-State expenses. Departments are encouraged to use Travel Cards; either a department Travel Card or a Travel Card issued to an employee.

The updated procedures are **temporarily** located in [Section 001-Updated Documents](#) for your review. The effective date of the policy changes is January 1, 2018. On that date, the policies presently located in the manual will be *replaced* with these updated versions. 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 policies. You will use these when processing claims with dates occurring before January 1, 2018.

The policies are located on the DAS-SAE website.

The following are descriptions of the effected policies and changes:

PROCEDURE	CHANGE
200.000 -Table of Contents	Updated. Effective January 2018
210.000 -Travel- Table of Contents	Remove Policies 210.210 and 210.310. Effective January 2018
210.100 -Travel-General- General Information	Updated. Effective January 1, 2018
210.101 -Travel-General- Travel Card	Updated. Effective January 1, 2018
210.115 -Travel-General- Direct Billing	Updated. Effective January 1, 2018
210.210 -Travel-In-State- Permanent In-State Travel Advance	Remove Policy. Effective January 1, 2018
210.310 -Travel-Out-Of-State-Travel Advance	Remove Policy. Effective January 1, 2018
210.320 -Travel-Out-Of-State- Registration Fees	Updated. Effective January 1, 2018
210.325 -Travel-Out-Of-State Reimbursement for Tickets	Updated. Effective January 1, 2018
210.405 -Travel-International- Subsistence Allowance and Miscellaneous Expenses	Updated. Effective January 1, 2018

235.100 -Year-End Procedures- Deadline for Processing Previous Fiscal Year Payments	Updated. Effective January 1, 2018
235.200 -Year-End Procedures- Pre-Payment of Next Year's Expenses	Updated. Effective January 1, 2018
280.000 -Accounting Transactions- Table of Contents	Remove Policies 280.202 and 280.203. Effective January 2018
280.201 -Accounting Transactions- Travel Payment (TP)	Updated. Effective January 1, 2018
280.202 -Accounting Transactions- Permanent In-State Travel Advance (TP (Perm))	Remove Policy. Effective January 1, 2018
280.203 -Accounting Transactions- Out-Of-State Travel Advance (TA)	Remove Policy. Effective January 1, 2018
280.205 -Accounting Transactions- Travel Payment Overpayment (TPO)	Updated. Effective January 1, 2018
290.000 -Index	Updated. Effective January 2018
295.000 -Effective Dates	Updated. Effective January 2018
Out-of-State Summary of Travel Reimbursement Guidelines	Updated. Effective January 2018
TA (Temp) Form	Remove Form. January 1, 2018
TA (Perm) Form	Remove Form. January 1, 2018

If you have questions, please call me at (515) 281-4497.