



TO: All Financial Managers AC201801
FROM: Trina Brietske, Daily Processing Program Manager
DATE: July 3, 2017
SUBJECT: Accounting Policy and Procedure Manual Changes

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes and updates to procedures in the DAS-SAE Accounting Policy and Procedure Manual, effective July 1, 2017.

The policies are located on the DAS-SAE website. [See the following for a description of the effected policies with changes:](#)

PROCEDURE	CHANGE
200.000 - Table of Contents	Added new policies. Effective July 2017.
204.250 - General Provisions - Use of a Travel Payment vs General Accounting Expenditure	Updated language. Effective July 1, 2017.
210.107 - Travel-General - Office Domicile-Mileage Reimbursement	Updated language. Effective July 1, 2017.
220.000 - Employee Expenses - Table of Contents	Added new policies. Effective July 1, 2017.
220.100 - Employee Expenses - Relocation Reimbursement Policy	Updated language. Effective July 1, 2017.
220.300 - Employee Expenses - Physical Examinations	Updated language. Effective July 1, 2017.
220.550 - Employee Expenses - Cold Weather Clothing	New policy. Effective July 1, 2017.
220.600 - Employee Expenses - Safety Glasses/Goggles	New policy. Effective July 1, 2017.
220.650 - Employee Expenses - Footwear	New policy. Effective July 1, 2017.
220.700 - Employee Expenses - Uniforms	New policy. Effective July 1, 2017.
230.450 - Payment Policies - Damage to Personal Items	Updated language. Effective July 1, 2017.
290.000 - Index	Added new policies. Effective July 2017.
295.000 - Effective Date of Policy	Updated Effective July 2017.

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