



TO: All Financial Managers AC201705
FROM: Trina Brietske, Daily Processing Program Manager
DATE: March 30, 2017
SUBJECT: **Accounting Policy and Procedure Manual Changes**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedure Manual, Effective April 1, 2017. These changes are the result of a Lean Event held in 2016 for the option of electronic submission of travel receipts and a recently completed pilot project in which several departments participated.

Procedure 280.200, 2., directs each Department to create and maintain written internal policies for establishing controls for the electronic submission.

Procedure 280.200, 3., requires the retention time period for the actual paper receipts to be maintained by each Department for a period of one fiscal year after the close of the fiscal year for which the expenses were reimbursed.

The policies are located on the DAS-SAE website [in the manual](#).

The following is a description of the affected policies with noted changes.

PROCEDURE	CHANGE
204.200 General Provisions - Original Invoice	4. Added electronic receipts. Revised 4-1-17.
210.102 Travel- General - Meal, Travel and Work Related Receipts	Added 15. Includes the option of electronic submittal of receipts. Revised 4-1-17.
280.000 Accounting Transactions - Table of Contents	Added Procedure 280.200. Effective 4-1-17.
280.200 Accounting Transactions - Travel Payment (TP) - Electronic Submission of Receipts	NEW POLICY. Effective 4-1-17. Note: 2. Create and maintain written internal policies for establishing controls. Note: 3. Requires department retention period for actual paper receipts.
280.201 Accounting Transactions - Travel Payment (TP)	Updated "traveler" to "claimant". Updated the steps for completion of current form. Revised 4-1-17.
Travel Payment Form (TP)	New Travel Payment (TP) forms available in Excel & PDF

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