



TO: All Financial Managers AC201609
FROM: Trina Brietske, Daily Processing Program Manager
DATE: June 13, 2016
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, which will become effective on July 1, 2016. These policies are temporarily located in Section 001-Updated Documents. They will be permanently moved to the State Accounting Policy and Procedure Manual on their effective date of July 1, 2016.

The reimbursable hotel rate will increase for travel occurring on July 1, 2016, also, “Original” receipts is changed to “Actual” receipts per language in Executive Order 13.

For your reference, the current policies remain located in the DAS State Accounting Policy and Procedure Manual.

See the following for a description of the effected policies with noted changes.

| PROCEDURE | CHANGE |
|---|---|
| 210.205 –Travel-General-Travel Purchasing Card | Change the reimbursable lodging rate to \$65. Change Original to Actual receipts. Effective July 1, 2016. |
| 210.245 – Processing – General Procedure-DAS-SAE-Daily Processing-Pre-Audit Documents | Change the reimbursable lodging rate to \$98. Changed Original to Actual receipts. Effective July 1, 2016. |
| In-State Summary of Travel Reimbursement Guidelines | Changed the reimbursable Lodging rate to \$65, and changed Original to Actual receipts. Effective July 1, 2016. |
| 295.000 – Effective Dates | Updated effective dates of policies included on this notice. Effective July 1, 2016. |

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