



TO: All Financial Managers AC201211
FROM: Trina Brietske, Daily Processing Program Manager
DATE: August 21, 2012
SUBJECT: Accounting Policy and Procedures Manual Changes

Please share this information with the appropriate personnel.

Below is a list of policies in the State Accounting Policy and Procedures Manual that contain changes due to the Travel Department Authorization (TDA) process that became effective July 1, 2011. The changes remove the Executive Council Authorization and establish the TDA process for all out-of-state travel for employees and non-employees. These policies have an effective date of July 1, 2012 unless otherwise noted.

These changes are due to House File 646, Sections 3 and 44, which was passed by the legislation regarding Out-of-State Travel Authority.

Please refer questions to me at (515) 281-4497.

Travel Department Authorization Changes

Procedure	Procedure Title	Description of Change
202.000	Introduction	Removed Executive Council, replaced with TDA. Effective 7/1/12
210.000	Travel-Table of Contents	D.5. Changed name to TDA. Effective 7/1/12
210.100	Travel-General-General Information	Removed Executive Council. Effective 7/1/11
210.135	Travel-General Reimbursement of Parking/Taxi/Other Expense	3. Charge to Misc Travel Out of State object code 2129. Effective 7/1/11
210.300	Travel-Out-Of-State-Mode of Transportation	Removed Executive Council. Effective 7/1/12
210.305	Travel-Out-Of-State-Subsistence Allowance	Added TDA. Effective 8/15/11
210.310	Travel-Out-Of-State-Travel Advance	Added TDA. Effective 7/1/12
210.315	Travel-Out-Of-State-Travel Authority	Added OTA/TDA process for travelers. Effective 7/1/12
210.320	Travel-Out-Of-State-Registration Fees	Added the TDA. Effective 7/1/12
210.330	Travel-Out-Of-State-Travel With In-State-Limitations	Added TDA. Effective 8/15/11

210.405	Travel-International-Subsistence Allowance and Miscellaneous Expenses	Added TDA for travelers. Effective 7/1/12
240.150	Miscellaneous-Prior Approvals-One Time Approvals	Added TDA for travelers. Effective 7/1/12
280.150	Accounting Transactions-General Accounting Encumbrance/General Accounting Expenditure (GAE/GAX)	Removed the GAX (Non-Employee) form. Effective 7/1/12.
280.201	Accounting Transactions-Travel Payment (TP)	Added non-employee. Effective 7/1/12
280.203	Accounting Transactions-Temporary Out-Of-State Travel Advance (TA (TEMP))	Added TDA. Effective 7/1/11.
290.000	Index	Updated. Effective Aug 2012.
295.000	Effective Dates	Updated. Effective Aug 2012.
	Summary Out of State Travel Reimbursement Policies	Added TDA.
	TA (TEMP) with accounting lines.xls	Added TDA.
	TA (TEMP) with accounting lines.doc	Added TDA.
	TP-Travel Payment Form	Added accounting lines, Vendor Customer Number and TDA.
	GAX (Non-Employee) Form	Discontinued.