



TO: All Financial Managers AC201203
FROM: Trina Brietske, Daily Processing Program Manager
DATE: December 14, 2011
SUBJECT: Accounting Policy and Procedure Manual Changes

Please share this information with the appropriate personnel.

Below is a summary of changes to the Accounting Policy and Procedure Manual that will go into effect January 1, 2012.

The effective date of the policy changes is January 1, 2012. On that date, the policies presently located online 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, 2012.

The current policies are located in the DAS State Accounting Policy and Procedure Manual.

The updated policies are **temporarily** located in [Section 001-Updated Documents](#) for your review. These policies will replace the appropriate procedures in the manual on January 1, 2012 and will be removed from the Updated Documents section at that time.

See the following page for a description of the policy changes.

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

PROCEDURE	CHANGE
200.000 Table of Contents	Added 220.500, Telework Program Policy.
210.205 Travel-In-State-Subsistence Allowance	2.a. Increased the state employee reimbursable lodging rate to \$55 . Effective 1/1/12.
210.425 Travel-In-State-Board, Commission, Advisory Council and Task Force Member Expenses	2.b. Increased the board and commission members reimbursable lodging rate to \$83 . Effective 1/1/12.
220.000 Employee Expenses-Table Of Contents	K. Added Telework Program 220.500. Effective 1/1/12.
220.100 Employee Expenses-Relocation Reimbursement Policy	Notice that the IRS decreased the Relocation Rate used on the Relocation Expense Recap Form from 23.5 ¢ per mile to 23 ¢ per mile.
220.500 Employee Expenses- Telework Program	New Policy. Effective 1/1/12.
230.150 Payment Policies-Taxes	Updated per Code of Iowa. Effective 1/1/12.
260.180 Central Services-Department of Administrative Services -General Services Enterprise-Procurement Services	2, 6, 9, PRC. GSE implemented a change that the PRC shall be used to pay for goods purchased against an MA. Effective 1/1/12.
280.150 Accounting Transactions-General Accounting Encumbrance/General Accounting Expenditure (GAE/GAX)	3. GAX document shall NOT be used for purchases against MAs. Effective 1/1/12.
280.250 Accounting Transactions-Payment Request Commodity (PRC)	1. PRC is the only authorized method of payment for goods purchased against an MA. Effective 1/1/12.
290.000 Index	Added Telework Program Policy.
295.000 Effective Dates	Updated effective dates for policies included on this notice.
Employee In-State Reimbursable Travel Rates Summary	Changed the lodging to \$55 and added reference of Procedure 210.103 to the In-State Meal Reimbursement Rates and Taxable Meals Summary.