



TO: All Financial Managers AC201114  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: August 1, 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 August 15, 2011. Taxable meals will no longer be reimbursed unless they are provided by a conference or are an integral part of a meeting. Taxable meal is defined as not having an overnight stay.

The effective date of the policy changes is August 15, 2011. 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 August 15, 2011.

The current policies are located in the DAS State Accounting Policy and Procedures 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 August 15, 2011.

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

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

<b>PROCEDURE</b>	<b>CHANGE</b>
210.103 - Travel-General-Meal Reimbursement	New Policy
210.108 - Travel-General-Official Domicile Meal Reimbursement	Updated Policy
210.205 - Travel-In-State-Subsistence Allowance	
210.230 - Travel-In-State Collective Bargaining Allowances	Eliminated Policy
210.245 - Travel-In-State-Board, Commission, Advisory Council, and Task Force Member Expenses	Updated Policy
210.305 - Travel-Out-Of-State-Subsistence Allowance	Updated Policy
210.330 - Travel-Out-Of-State-Travel with In-State Limitations	Updated Policy
295.000 - Effective Dates	Updated Effective Dates