



TO: All Financial Managers AC201006
FROM: Trina Brietske, Daily Processing Program Manager
DATE: February 1, 2010
SUBJECT: Accounting Policy and Procedure Manual Changes

Please share this information with the appropriate personnel.

Below is a summary of a change to the Accounting Policy and Procedure Manual that went into effect for fiscal year 2010. This change was noted in the August 18, 2009 Memorandum from Dale Schroeder, DAS-Fleet and Mail as follows:

LIMITATIONS TO PERSONAL MILEAGE REIMBURSEMENT

For fiscal year 2010, the Department of Administrative Services is authorizing mileage reimbursement for employees of your Department, for use of their personal vehicles, to a maximum annual amount of 14,000 miles per employee. Claims in excess of this amount will not be approved. This policy is implemented pursuant to Chapter 8A.363 of the Code of Iowa.

Employees who are expected to drive in excess of 14,000 miles annually should be reassigned an underutilized vehicle, encouraged to use our Motor Pool vehicles where practical, or considered for permanent vehicle assignment in calendar 2010.

The effective date of the policy change is July 1, 2009. Because claims are audited according to the rules that were in effect *at the time the expense occurred*, you must retain copies of current policies for use when processing claims with dates occurring before July 1, 2009.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE July 1, 2009
210.130 – Travel Travel - General-State owned Vehicles Use for Personal Reasons	4. Annual miles increased from 12,000 to 14,000. Pg. 4 - Letter was removed. Effective 7/1/09

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