



TO: All Financial Managers AC201003
FROM: Trina Brietske, Daily Processing Program Manager
DATE: August 10, 2009
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 September 1, 2009. These policy changes were recommended by the Policy Review Committee and approved by DAS.

The minor policy changes, where the intent of the procedure was not altered, will not include a change in the effective date. However, the policy will reflect a revision date to help ensure that you are using the most current policy.

The effective date of the policy changes is September 1, 2009. On that date the policies presently located online will be *replaced* with the updated versions. 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 September 1, 2009.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual. The updated policies are **temporarily** located at 001-Updated Documents for your review. These policies will replace the appropriate procedures in the manual on September 1, 2009.

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

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

PROCEDURE	CHANGE September 1, 2009
210.300 Travel-Out-of-State-Mode of Transportation	4. b. Added <i>examples of a cost comparison.</i>
210.310 Travel-Out-of-State-Travel Advance	8. Added <i>to start the process.</i>
210.315 Travel-Out-of-State-Travel Authority	10. h. Clarified minor word changes. j. Added <i>when more than 3 persons request to attend, a letter is required</i> s. 1.-11. changed to bullets s. 4 th bullet. Added <i>train.</i> 11. Added, <i>in lieu of...</i> Pg. 6. Added <i>Train</i> to form.
210.320 Travel-Out-of-State-Registration Fees	2. b. (2) changed “can seek” to “ <i>may</i> ”.
210.330 Travel-Out-of-State-Travel With In-State Limitations	2. Clarified in-state <i>meal & lodging</i> expense limitations. 3. Added the clarification <i>Executive Council approvals are needed</i> as noted. 4. Numbering change.
210.405 Travel-International-Subsistence Allowance & Miscellaneous Expenses	2. b. & 3. Changed “per diem” to <i>allowable reimbursable meal rate.</i> 2.c. <i>Meal receipts are required for conversion purposes.</i>
270.500	Added the 5 year per 25.2 Code of Iowa
295.000 Effective Date of Policies	Updated dates.