



Iowa Department of
Administrative Services

State Accounting Enterprise

Chester J. Culver, Governor
Patty Judge, Lt. Governor

Mollie K. Anderson, Director
Calvin R. McKelvogue, Chief Operating Officer

TO: All Financial Managers AC200710
FROM: Trina Brietske, Daily Processing Program Manager
DATE: May 23, 2007
SUBJECT: Accounting Policy & Procedure Manual Updates Effective 7/1/07

Please share this information with appropriate staff in your department.

As of July 1, 2007, the meal rates are changing, as well as some of the out-of-state city levels. Procedures related to these polices have been updated **effective July 1, 2007**. A copy of the updated policies has been placed in the Accounting Policy and Procedure Manual, located on our SAE website, under the 001 Updated Documents. The procedures will be moved on July 1 to the appropriate chapters.

PROCEDURE	CHANGE
210.205 Travel-In-State- Subsistence Allowance	Pg. 2 - 2b & Pg. 4 - (14)
210.245 Travel-In-State-Board , Commission, Advisory Council and Task Force Member Expenses	Pg. 2 & 3 - 2a (1) (2) (3)
210.305 Travel – Out-Of-State – Subsistence Allowance	2(b), 2b (4) (5) (6)
220.100 Employee Expenses – Relocation Reimbursement Policy	Pg. 8 Subsistence Expenses changed to \$28
	Out-of-State City Levels with a date in the Updated column

If you have questions please feel free to contact me at (515) 281-4497.