



TO: All Financial Managers AC200703
 FROM: Trina Brietske, Daily Processing Program Manager
 DATE: November 29, 2006
 SUBJECT: Accounting Policy and Procedure Manual Updates
 Relocation Reimbursement Policy

Please share this information with appropriate staff in your department.

The standard mileage rate for relocation expenses has increased to 20 cents, effective January 1, 2007. Since this mileage rate changes frequently, SAE has determined to leave the Standard Mileage Rate blank on the form to minimize re-printing the forms.

Procedures related to this policy have been updated **effective January 1, 2007**. You can review the updates at Chapter 001-Updated Documents, in the Accounting Policy and Procedure Manual. The policy will be moved to the appropriate procedures section of the Manual on the effective date.

PROCEDURE	CHANGE
220.100 Employee Expenses - Relocation Reimbursement Policy	Pg. 31, Recap Travel changed to (___ cents)

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