



Iowa Department of
Administrative Services

State Accounting Enterprise

Thomas J. Vilsack, Governor
Sally J. Pederson, Lt. Governor

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

TO: All Financial Managers AC200612

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 30, 2006

SUBJECT: Accounting Policy and Procedure Manual Changes Effective July 1, 2006

Please share this information with appropriate staff in your department.

As of July 1, 2006, the following policies have been updated and placed in the appropriate chapters in the SAE Accounting Policy and Procedure Manual located on the SAE Internet site.

PROCEDURE	CHANGE	EFFECTIVE
210.405 TRAVEL – INTERNATIONAL – SUBSISTENCE ALLOWANCE AND MISCELLANEOUS EXPENSES	Contact Kathy Sims for meal rate for International destination.	Effective July 1, 2006
220.100 EMPLOYEE EXPENSES – RELOCATION REIMBURSEMENT POLICY	Pgs. 24, 25, 31, 33 Added updated Relocation TP's and Recap Forms. Mileage changed to \$.18 (cents) effective July 1, 2006 per Federal changes.	Mileage Effective July 1, 2006
220.150 EMPLOYEE EXPENSES – EDUCATION LEAVE AND/OR EDUCATION FINANCIAL ASSISTANCE AND CONTINUING EDUCATION	Pgs. 4-7 Added updated forms, per HRE.	Pgs. Revised July 1, 2006
260.250 CENTRAL SERVICES – APPEAL BOARD – OUTDATED INVOICES	Changes per Legislative (House File 2797) Chapter 25.	Effective July 1, 2006

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