



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 AC200607  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: May 15, 2006  
SUBJECT: Increase for In-State Reimbursable Hotel Rate

*Please share this information with appropriate staff in your department.*

As of July 1, 2006, the in-state hotel reimbursement rate will be \$50.00 plus applicable taxes, for state employees. The reimbursable rate for board members will be \$75.00 plus applicable taxes.

Procedures related to this policy have been updated **effective July 1, 2006**, in the Accounting Policy and Procedure Manual located on SAE Internet site at under the 001 Updated Documents. The procedures will be moved on July 1 to the appropriate chapter.

PROCEDURE	CHANGE
210.205 Travel-In-State- Subsistence Allowance	2.a. Changed the rate to \$50.00.
210.245 Travel-In-State-Board , Commission, Advisory Council and Task Force Member Expenses	2.b. Changed the rate to \$75.00.

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