



TO: All Financial Managers AC200505
FROM: Trina Brietske, Daily Processing Program Manager
DATE: December 20, 2004
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 15 cents, effective January 1, 2005.

Procedures related to this policy have been updated **effective January 1, 2005**. You can review the updates at Chapter 001-Updated Documents, in the Accounting Policy and Procedure Manual. Documents will be moved to the appropriate procedures section of the Manual when they go into effect.

PROCEDURE	CHANGE
220.100 Employee Expenses - Relocation Reimbursement Policy	Pg. 31, Recap Travel changed to 15 cents

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