



TO: All Financial Managers AC200504  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: December 10, 2004  
SUBJECT: Mandatory Travel Planning Guidelines Eased Effective Jan. 1, 2005  
Related Accounting Policy and Procedure Manual Updates

*This is an update about new procedures that support a change in the State's policy for purchasing travel-related services from vendors. Please share this information with appropriate staff in your department.*

As of January 1, 2005, state government departments may determine their own procedures and guidelines for their employees to follow when purchasing these services. These may include Internet resources, targeted small businesses, contracted travel agencies or any other travel agency the department selects.

The DAS exclusive contract with Short's Travel Management expires December 31, 2004. DAS plans to implement new non-exclusive agreements with travel providers by that time to assist state agencies that wish to continue working with a contract provider.

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 at. Documents will be moved to the appropriate procedures section of the Manual when they go into effect.

PROCEDURE		CHANGE
203.000	Administrative Rules	41.5 (3)a. & b.
210.120	Travel-General-Cancellation of Reservations	2.b & d. Deleted Short's.
210.300	Travel-Out-of-State-Mode of Transportation	# 6.
210.305	Travel-Out-of-State-Subsistence Allowance	2.a.(6). Removed Short's.
210.325	Travel-Out-of-State-Reimbursement for Tickets	Changed 1-6
210.400	Travel-International-Mode of Transportation	# 2.
240.155	Miscellaneous-Prior Approvals-Blanket Approvals	2.b. Removed Short's.
290.000	Index	Pgs. 6 & 7. Removed Short's. Added Travel Agencies.

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