



TO: All Financial Managers AC200805  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: March 10, 2008  
SUBJECT: New Object Code 2171 Travel Package

*This is a notice about a new object code in response to department's requests. Please share this information with appropriate staff in your department.*

As of March 1, 2008, a new object code (2171) has been established that falls into the Out-of-State travel class (205). This object code was established in response to department requests, because the package deals do not allow for an actual cost breakdown by object code. This object code is to be used when purchasing a package deal that includes more than one (1) of the following: airfare, hotel, car rental or other travel related expenses. Please be sure to list what items the package included in the line description, which may be needed for future reporting purposes.

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