



TO: All Financial Managers AC201907
 FROM: Trina Brietske, Daily Processing Program Manager
 DATE: February 21, 2019
 SUBJECT: **Accounting Policy and Procedure Manual Changes**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to the DAS-SAE Accounting Policy and Procedure Manual, Procedures 210.205, 210.245, and the In-State Summary of Travel Reimbursement Guidelines. These policies will and the others below will go into effect on March 1, 2019. All in-state travel starting on that date will have reimbursable meal rate increases as follows:

Breakfast	8.00
Lunch	10.00
Dinner	<u>19.00</u>
TOTAL	\$37.00

The updated policies are **temporarily** located on the SAE website. The effective date of the policy changes are March 1, 2019. The policies presently located in the manual will be *replaced* with the updated versions. Because documents are audited according to the rules that were in effect **at the time the expense occurred**, you must retain your own copies of the present policy. You will use this when processing documents with dates occurring before March 1, 2019.

The policies will be located on the DAS-SAE website in the [State Accounting Policy & Procedures Manual](#).

PROCEDURE	CHANGE
210.115 General-Direct Billing	Removed conference rates in 2.a.(1) Effective March 1, 2019
210.205 In-State - Subsistence Allowance	Effective March 1, 2019
210.245 In-State Board, Commission, Advisory Council, and Task Force Member Expenses	Effective March 1, 2019
240.150 Miscellaneous-Prior Approvals- One Time Approvals	Removed 1.c., 2.f. Effective March 1, 2019
295.000 Effective Date of Policy	Effective March 2019
In-State Summary of Travel Reimbursement Guidelines	Effective March 1, 2019
Out-of-State City Levels & Territories - Alaska, Hawaii, and US Territories	Adjusted Meal Reimbursement Rates Effective March 1, 2019

If you have questions, please call me at (515) 281-4497 or email Trina.Brietske@iowa.gov.