



TO: All Financial Managers AC200812
FROM: Trina Brietske, Daily Processing Program Manager
DATE: June 26, 2008
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 \$.27 cents, effective July 1, 2008 thru December 31, 2008, per IRS regulations.

Procedures related to this policy effective **July 1, 2008** may be reviewed in the Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
220.100 Employee Expenses - Relocation Reimbursement Policy	Travel changed to \$.27 cents From 7/1/08-12/31/08 per IRS

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