



Governor Kim Reynolds  
Lt. Governor Adam Gregg

Adam Steen, Director

TO: Financial Managers  
FROM: Nick Miller, Division Administrator, State Accounting Enterprise  
DATE: December 21, 2021  
SUBJECT: **Accounting Policy and Procedures Manual Changes**

AC202204

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

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Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedures Manual, which will become effective on **January 1, 2022**.

A temporary copy is available for your review at <https://das.iowa.gov/state-accounting/manuals-forms-references/reference-materials/sae-general-messages>. Once effective, it will replace the current policy in the Accounting Policy and Procedures Manual and be removed from this location.

The State Accounting Policy and Procedures Manual is located online at: <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>.

See the following for a description of the effected policies with noted changes.

PROCEDURE	CHANGE
<b>210.103</b> General; Meal Reimbursement	Removing the requirement of DAS Director's approval when a meal is provided as an integral part of a meeting, conference, retreat, or special event.

If you have questions, please contact me at [nick.miller@iowa.gov](mailto:nick.miller@iowa.gov).