

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 204.300	Page Number 1 of 1	Effective Date July 1, 2003 Revised 7/1/11
Subject GENERAL PROVISIONS DEPARTMENT BILLING			

1. Employees, and/or board members incurring expenses at department meetings, conferences, and functions shall file for reimbursement on their individual Travel Payments (TP). Departments shall not submit collective claims for employees' (or board members) expenses incurred at such gathering.
2. Direct billing of registration fees and other types of collective billing may be authorized when this method is in the best interest of the State. Reimbursement shall be on a TP and will detail, by each employee at the accounting line level, the cost, and proper expenditure object code of each State employee that is part of the collective billing. See Procedure 210.115 for additional requirements when utilizing direct billings.