

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.450	1 of 1	July 1, 2017
<b>Subject</b>	PAYMENT POLICIES DAMAGE TO PERSONAL ITEMS		

1. Employees may seek reimbursement for damage to personal items through the State Appeal Board as outlined in Chapter 25 of the Code of Iowa.
2. The Department may reimburse employees for damage to personal items if provided for under the employee's collective bargaining agreement.

Reimbursement must be requested on a Travel Payment (TP) document and an actual receipt **must** be attached to the TP.