

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.150	1 of 2	March 1, 2019 Revised 12/19/19
Subject	MISCELLANEOUS PRIOR APPROVALS – ONE TIME APPROVALS		

Prior approvals are necessary because they represent a deviation from a normal state reimbursement policy and are used to alert all interested parties of the necessary exceptions to standard practices.

1. **Department of Administrative Services-State Accounting Enterprise** - Prior approval is required from DAS-SAE-Daily Processing for the following:
 - a. Exceptions for out-of-state subsistence allowance above state limits.
See Procedure 210.305.
 - b. Certain prepayment of expenses. See Procedure 230.550.
See Procedure 240.171 for a sample of the Request for Exception to State-Wide Policy.
 - c. When establishing deposit accounts. See Procedure 240.250.
 - d. When requesting the establishment of, or a change to, imprest petty cash funds.
See Procedure 240.300.
 - e. When establishing agency rules in addition to DAS-SAE pre-audit rules.
See Procedure 202.000 (5).
 - f. When requesting an exception to the standard procedure for advance payments on contracts. See Procedure 230.550 (2) (g).
2. **Department Head** - For the following, prior approval is required by the Department Head only and must be documented and signed on the Request for Exception to Statewide Policy form and attached to the payment document in I/3. The I/3 approval alone is not sufficient.
 - a. Department Head approval is required on all out of state travel, with the approval level applied to the Travel Department Authorization (TDA) in I/3.
 - b. Meals provided which are an integral part of a meeting, conference, retreat, or special event, and without an overnight stay, must have an Exception to Statewide Policy form signed and attached to the TP.
3. **Department Head or Designee** - For the following, prior approval is required by the Department Head or Designee and must be documented and signed on the Exception to Statewide Policy form, and then attached to the payment document in I/3. The I/3 approval alone is not sufficient. See Procedure 240.171.
 - a. In certain instances when expenses are incurred on behalf of the employee, including board and commission members, and the employer determines to reimburse the 3rd party directly. See Procedure 210.115.

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.150	2 of 2	March 1, 2019 Revised 12/19/19
Subject	MISCELLANEOUS PRIOR APPROVALS – ONE TIME APPROVALS		

- b. When lodging is required for the employee in his/her official domicile or residence, or when lodging is unavoidably necessary in excess of the state limits, except as stated in Procedure 210.205, (2), (a), (3).
 - c. Meals within the official domicile or residence. See Procedure 210.108.
 - d. Meals in excess of allowable limits.
4. **Department of Administrative Services-Human Resources Enterprise** - DAS-HRE requires prior approval for the following:
 - a. When using private employment and placement agencies not on a state contract. See Procedure 230.350.
 - b. When requesting reimbursement for Educational Assistance Leave. See Procedure 220.150.
5. **Executive Council** - The Executive Council's prior approval is required for the following:
 - a. Cost changes associated with lease agreements **if** Executive Council approval was required for the initial lease agreement.