

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.200	1 of 1	July 1, 2019
Subject	ACCOUNTING TRANSACTIONS TRAVEL PAYMENT (TP) – ELECTRONIC SUBMISSION OF RECEIPTS		

Electronic Submission of Actual Receipts

1. With Department Head approval, individuals may submit electronic copies of travel receipts for meals, lodging, and other allowable travel-related expenses.
2. For departments to participate in electronic submission of travel documentation, each department must create written, internal policies and processes establishing controls for the electronic submission of a Travel Payment (TP), which shall also include the department's acceptable method for the electronic certification of the individual and any other designated department signatures. This method must also meet the department's regulations for state and federal requirements.
3. Electronic supporting documentation, attached to all financial documents in I/3, is considered the official record for audit retention purposes. Supporting documentation is not required to be retained. To ensure the accuracy of payments, corrections, and transfers, involved parties may choose to retain the supporting documentation.
4. Each TP must contain an electronic certification signature of the individual and any other designated departmental signatures. Electronic receipts must be submitted in date order.
5. A completed TP, signed by the individual, with receipts and supporting documentation shall be attached in I/3 at the vendor line of the document.
6. Reimbursement for travel expenses must be submitted within 30 days of completion of travel to the reimbursing department.
7. For further instructions see the DAS-SAE ECM Manual at this link:
<https://sites.google.com/a/iowa.gov/i-3-integrated-information-for-iowa/?pli=1>