

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.205	1 of 1	December 19, 2019
Subject	ACCOUNTING TRANSACTIONS TRAVEL PAYMENT OVERPAYMENT (TPO)		

1. The Travel Payment Overpayment (TPO) document is used by employees to submit expenses in the following circumstances:
 - a. Employee claimed no expenses and it must be explained on the document.
 - b. Trip was cancelled, with expenses paid on a different accounting document, such as a Travel Pcard or direct billing.
2. TPOs shall be completed within thirty (30) calendar days of trip completion. See Procedure 280.205, 8.
3. All TPOs shall be on-lined with the supporting documentation attached and appropriate levels of approval applied by the department in I/3.
4. For further instructions, review the *Out of State Travel Authorization and Payment Process Manual* and the *DAS-SAE ECM Manual* at this link:
<https://sites.google.com/a/iowa.gov/i-3-integrated-information-for-iowa/?pli=1>