



AC201703

TO: All Financial Managers
FROM: Trina Brietske, Daily Processing Program Manager
DATE: November 14, 2016
SUBJECT: **Year End Cut-Off Taxable Travel**

Please share this information with appropriate staff in your department.

December 15 is the last day travel payments that include TAXABLE travel will be paid for calendar year 2016. Taxable travel is generally meals with no overnight lodging (object 2119), mileage reimbursement exceeding the Federal Standard mileage rate which is .54¢ (cents) for calendar year 2016, relocation expenses or taxable educational expenses over \$5,250 yearly.

IRS reporting requirements and the need to issue W-2's timely, requires a cut-off for paying certain travel expenses. To be paid in this calendar year, travel payments with taxable expenses (as defined above) must be paid by **Thursday, December 15**. To better ensure the travel payments are processed this calendar year, the following deadlines have been established.

- **Travel payments with Relocation and Educational Assistance must be received in DAS-SAE-Daily Processing no later than 4:30 p.m., Thursday, December 1** to allow for pre-auditing and payroll processing.
- **All travel payments (TP) with taxable meals, mileage or lodging must be received in DAS-SAE-Daily Processing no later than 4:30 p.m., Tuesday, December 13.** TP's with taxable travel received on Wednesday, 12/14/16 and Thursday, 12/15/16 may or may not be processed, depending on the workload.

Relocation and Educational Assistance travel payment documents and the necessary JV1/CDEs are to be submitted with the ["SPECIALS" cover sheet](#). Before sending the documents to Daily Processing, please review to ensure they are error free so they will not be returned.

Travel payment documents containing taxable expenses that are not paid by the end of the day on December 15 will **NOT** be processed until January 3, 2017. However, during December 16 – 31, Daily Processing will process TP documents that *do not* contain taxable travel. Also during this time period I/3 will inactivate the following taxable object codes: 2119-Taxable Meals, 2134-Taxable Lodging and 2135-Taxable Mileage. If used during this period, you will receive an error message when you validate, which will require you to apply your agency approvals on January 3, 2017 and then forward the documents to DAS-SAE at that time.

If you have any questions or would like additional information, please feel free to contact me at (515) 281-4497, or by email at Trina.Brietske@iowa.gov.