



TO: Financial Managers
FR: Nick Miller, Division Administrator, State Accounting Enterprise
DATE: December 20, 2021
RE: **Accounting Policy and Procedure Manual Changes
Human Trafficking Prevention Training**

AC202203

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Pursuant to [Iowa Administrative Code \(IAC\) 80.45A](#), beginning January 1, 2022, all in-state lodging providers must complete the Department of Public Safety’s Human Trafficking Prevention Training certification to receive public funds for State employee lodging, conferences, meeting, banquets, or any state-funded event. All of the lodging provider’s employees must complete the training to be certified. If a lodging provider is not certified, public funds cannot be used for travel reimbursement or any other expense.

A temporary copy is available for your review at <https://das.iowa.gov/state-accounting/manuals-forms-references/reference-materials/sae-general-messages>. Once effective, it will replace the current policy in the Accounting Policy and Procedures Manual and be removed from this location.

Below is a summary of changes to Procedure 210.205 in the DAS-SAE Accounting Policy and Procedure Manual, which reflects the above information. This policy becomes effective, January 1, 2022.

Go to <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual> to locate the State Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
210.205- Travel In-State Subsistence Allowance	Completion of the lodging provider’s certification for the Human Trafficking Prevention Training.

A temporary In-State Travel Reimbursement Summary update has also been created and will replace the current summary on January 1, 2022.

If you have questions, please contact me at Nick.Miller@iowa.gov.