



TO: All Financial Managers And Accounting Personnel AC200007  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: November 19, 1999  
SUBJECT: Accounting Policy and Procedure Manual Updates

Please find enclosed update pages to the Accounting Policy and Procedure Manual. Please pay close attention to procedures 210.205 and 210.245, that contain the new meal/lodging reimbursement rates effective 1/1/00. Some procedures include fairly minor changes, and since the intent of the procedure did not change, entire procedures were not reissued. The effective date of the page revision is directly under the effective date of the policy to help ensure that you are using the proper revised page. I have attached replacement pages for your manual. Below is a summary of the changes.

<u>PROCEDURE #</u>	<u>EXPLANATION</u>
210.205 Travel-In-State-Subsistence	Meal/lodging new rates <b>EFFECTIVE 1/1/00</b>
210.205 2.(3b)Travel-In-State	Changed the last phrase to read "they stay at"
210.245 Travel-In-State-Bd., Comm., Adv.	Meal/lodging new rates <b>EFFECTIVE 1/1/00</b>
210.310 Travel-Out-Of-State Travel Adv.	Added #1c.
210.330 Travel-Out-of-State	Added #3
220.200 3. Employee Expenses	Changed dollar amount to \$5,250
235.500 Year-End Procedures	#2a(2), 2c(1), changed the object code 0657 to 0667
270.300 4c. Processing-Batching	Defined where to attach the batch tickets
290.000 pg.2 Index	Employee Retirement, changed 230.351 to 220.351
290.000 pg.6 Index	Temporary Duty, changed 210.235 to 210.225
295.000 Effective Date of Policies	Updated

If you have questions or comments you may contact me at (515) 281-4497, OV/Iowahub (Brietske), email (Trina.Brietske@idrf.state.ia.us).