



Iowa Department of  
Administrative Services

State Accounting Enterprise

Thomas J. Vilsack, Governor  
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Mollie K. Anderson, Director  
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TO: All Financial Managers AC200612

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 30, 2006

SUBJECT: Accounting Policy and Procedure Manual Changes Effective July 1, 2006

*Please share this information with appropriate staff in your department.*

As of July 1, 2006, the following policies have been updated and placed in the appropriate chapters in the SAE Accounting Policy and Procedure Manual located on the SAE Internet site [http://das.sae.iowa.gov/internal\\_services/policy\\_manual.html](http://das.sae.iowa.gov/internal_services/policy_manual.html).

PROCEDURE	CHANGE	EFFECTIVE
210.405 TRAVEL – INTERNATIONAL – SUBSISTENCE ALLOWANCE AND MISCELLANEOUS EXPENSES	Contact Kathy Sims for meal rate for International destination.	Effective July 1, 2006
220.100 EMPLOYEE EXPENSES – RELOCATION REIMBURSEMENT POLICY	Pgs. 24, 25, 31, 33 Added updated Relocation TP's and Recap Forms. Mileage changed to \$.18 (cents) effective July 1, 2006 per Federal changes.	Mileage Effective July 1, 2006
220.150 EMPLOYEE EXPENSES – EDUCATION LEAVE AND/OR EDUCATION FINANCIAL ASSISTANCE AND CONTINUING EDUCATION	Pgs. 4-7 Added updated forms, per HRE.	Pgs. Revised July 1, 2006
260.250 CENTRAL SERVICES – APPEAL BOARD – OUTDATED INVOICES	Changes per Legislative (House File 2797) Chapter 25.	Effective July 1, 2006

If you have questions please feel free to contact me at (515) 281-4497 or email: [Trina.Brietske@iowa.gov](mailto:Trina.Brietske@iowa.gov).