



Iowa Department of  
Administrative Services  
State Accounting Enterprise

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TO: All Financial Managers AC200710  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: May 23, 2007  
SUBJECT: Accounting Policy & Procedure Manual Updates Effective 7/1/07

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

As of July 1, 2007, the meal rates are changing, as well as some of the out-of-state city levels. Procedures related to these polices have been updated **effective July 1, 2007**. A copy of the updated policies has been placed in the Accounting Policy and Procedure Manual, located on our SAE website, under the 001 Updated Documents: [http://das.sae.iowa.gov/internal\\_services/001\\_updated\\_docs.html](http://das.sae.iowa.gov/internal_services/001_updated_docs.html). The procedures will be moved on July 1 to the appropriate chapters.

PROCEDURE	CHANGE
210.205 Travel-In-State- Subsistence Allowance	Pg. 2 - 2b & Pg. 4 - (14)
210.245 Travel-In-State-Board , Commission, Advisory Council and Task Force Member Expenses	Pg. 2 & 3 - 2a (1) (2) (3)
210.305 Travel – Out-Of-State – Subsistence Allowance	2(b), 2b (4) (5) (6)
220.100 Employee Expenses – Relocation Reimbursement Policy	Pg. 8 Subsistence Expenses changed to \$28
<a href="http://das.sae.iowa.gov/images/word_docs/Out_of_State_City_Level_7_1_07.rtf">http://das.sae.iowa.gov/images/word_docs/Out_of_State_City_Level_7_1_07.rtf</a>	Out-of-State City Levels with a date in the Updated column

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).