



TO: All Financial Managers AC200908
FROM: Trina Brietske, Daily Processing Program Manager
DATE: May 18, 2009
SUBJECT: Accounting Policy and Procedure Manual Changes

Please share this information with the appropriate personnel.

Below is a summary of changes to the Accounting Policy and Procedure Manual that will go into effect July 1, 2009. These modifications were recommended by the Policy Review Committee and approved by DAS.

Two of the changes that you need to be aware of are the travel **Departure time of 7:00 A.M has been changed to 6:00 A.M. and the Return time of 6:00 P.M. has been changed to 7:00 P.M.**, found in policies 210.205 and 210.305. In addition, registration limitations have changed in policy 210.115.

There are other minor changes, but because the intent of the procedure was not altered, the effective date will remain the same. However, the policy will reflect a page revision date to help ensure that you are using the proper revised page.

The effective date of the policy changes is July 1, 2009. On that date, the policies presently located online will be *replaced* with these versions. Because claims are audited according to the rules that were in effect *at the time the expense occurred*, you must retain copies of current polices for use when processing claims with dates occurring before July 1, 2009.

Policies and Procedures are located in the DAS-SAE Accounting Policy and Procedure Manual at this link: http://das.sae.iowa.gov/internal_services/policy_manual.html. The updated policies are **temporarily** located at 001-Updated Documents for your review. These policies will replace the appropriate procedures in the manual on July 1, 2009.

See the following page for a complete description of the policy changes.

Please refer questions to me at (515) 281-4497 or email: Trina.Brietske@iowa.gov.

| PROCEDURE | CHANGE July 1, 2009 |
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| 210.101 Travel-General-Travel Purchasing Card | 2., 3. & 8. Added fuel and checked baggage fee are not allowed on the Travel Pcard. Clarified the “cardholder” as traveler or employee. |
| 210.107 Travel-General-Official Domicile-Mileage Reimbursement | 4. Added designee. |
| 210.108 Travel-General-Official Domicile-Meal Reimbursement | Changed formatting. 2. Clarified notation. |
| 210.115 Travel-General-Direct Billing | 4. Removed \$75 limitation. |
| 210.120 Travel-General-Cancellation of Reservations | 4.a. & b. Added registrations. |
| 210.130 Travel-General-State Owned Vehicles Use For Personal Reasons | 2. Added fiscal year basis. 4. Removed the NOTE. |
| 210.135 Travel-General-Reimbursement of Parking/Taxi/Other Expense | 1. Added parking rate. |
| 210.140 Travel-General-Miscellaneous Expenses | g. Updated baggage information. j. Added internet. k. Added taxi clarification. |
| 210.200 Travel-In-State-Mode of Transportation | c. Added internet sites. |
| 210.205 Travel-In-State-Subsistence Allowance | 2.a. Added Internet. 2.a.(1) Added any overnight lodging facility. 2.a.(3) & (c) Added designee. 2.b. (1) – (6) Changed <i>Departure time to 6 A.M. and the Return time to 7 P.M. Effective 7/1/2009</i> |
| 210.210 Travel-In-State-Permanent In-State Travel Advance | 1. Clarified. 4. Added CDE. |
| 210.220 Travel-In-State-Registration Fees | 5. Registration may be direct billed. 6. Removed \$75 registration. Effective 7/1/2009. Clarified the chart add 1.a.(1). |
| 210.235 Travel-In-State-Overnight Travel No Overnight Lodging Expense | Changed formatting. 2. Require an itemized receipt. |
| 210.245 Travel-In-State-Board, Commission, Advisory Council, and Task Force Member Expenses | 1.a.(3) Added internet sites. |
| 210.305 Travel-Out-Of-State Subsistence Allowance | 2.b.(1) Changed <i>Departure time to 6 A.M. and the Return time to 7 P.M. Effective 7/1/2009</i> (2). Changed should to “must”. (5). Added “for a level 3 city”. |

