



TO: All Financial Managers AC200910  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: June 19, 2009  
SUBJECT: State Accounting Policy and Procedure Manual Changes

*Please share this information with the appropriate personnel.*

Below is a summary of changes to the State Accounting Policy and Procedure Manual that goes into effect for travel on or after July 1, 2009. These policy changes are required due to Executive Order Number Thirteen (EO 13), which was signed by Governor Culver on May 26, 2009.

**EO 13 requires Executive Branch employees to submit receipts for meals, travel and other work-related, allowable costs, for travel on or after July 1, 2009.**

The Department of Administrative Services-State Accounting Enterprise (DAS-SAE) has established a statewide policy to ensure the process is consistently administered. The new policy is located in section 210.101 of the State Accounting Policy and Procedure Manual and is effective July 1, 2009.

The complete manual of State Accounting Policy and Procedures is located at this link: [http://das.sae.iowa.gov/internal\\_services/policy\\_manual.html](http://das.sae.iowa.gov/internal_services/policy_manual.html). The updated policies are **temporarily** located in **Section 001-Updated Documents** for your review. These policies will be placed in the manual on July 1, 2009, and then removed from Section 001.

Each department must retain copies of current policies to reference when processing claims with dates occurring before July 1, 2009. Please note that claims are audited according to the rules that were in effect *at the time the expense occurred*.

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](mailto:Trina.Brietske@iowa.gov).

<b>PROCEDURE</b>	<b>CHANGE</b> <b>July 1, 2009</b>
210.102 Travel-General-Meal, Travel and Work Related Receipts	New policy per Executive Order Number 13 requiring receipts for meals, travel and other work-related allowed costs.
210.135 Travel-General-reimbursement of Parking/Taxi/Other Expense	2.a. & b. Parking receipts are required.
210.140 Travel-General-Miscellaneous Expenses	2. Receipts are required.
210.205 Travel-In-State-Subsistence Allowance	9. Receipts are required.
210.245 Travel-In-State-Board, Commission, Advisory Council, and Task Force Member Expenses	Receipts are required.
210.305 Travel-Out-of-State-Subsistence Allowance	12. Receipts are required.
210.405 Travel-International-Subsistence Allowance and Miscellaneous Expenses	2. Receipts are required.