



TO: All Financial Managers AC201609

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 13, 2016

**SUBJECT: Accounting Policy and Procedure Manual Changes**

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**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

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Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedure Manual, which will become effective on July 1, 2016. These policies are temporarily located in Section 001-Updated Documents. They will be permanently moved to the State Accounting Policy and Procedure Manual on their effective date of July 1, 2016.

The reimbursable hotel rate will increase for travel occurring on July 1, 2016, also, “Original” receipts is changed to “Actual” receipts per language in Executive Order 13.

For your reference, the current policies remain located in the DAS State Accounting Policy and Procedure Manual.

See the following for a description of the effected policies with noted changes.

PROCEDURE	CHANGE
210.205 –Travel-General-Travel Purchasing Card	Change the reimbursable lodging rate to \$65. Change Original to Actual receipts. Effective July 1, 2016.
210.245 – Processing – General Procedure-DAS-SAE-Daily Processing-Pre-Audit Documents	Change the reimbursable lodging rate to \$98. Changed Original to Actual receipts. Effective July 1, 2016.
In-State Summary of Travel Reimbursement Guidelines	Changed the reimbursable Lodging rate to \$65, and changed Original to Actual receipts. Effective July 1, 2016.
295.000 – Effective Dates	Updated effective dates of policies included on this notice. Effective July 1, 2016.

If you have questions, please call me at (515) 281-4497.