



TO: All Financial Managers AC201701

FROM: Trina Brietske, Daily Processing Program Manager

DATE: July 1, 2016

SUBJECT: Accounting Policy and Procedure Manual Changes

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to procedures in the DAS-SAE Accounting Policy and Procedure Manual, which became effective on July 1, 2016.

Policies which have minor verbiage changes such as; Travel Purchasing Card to Travel Card, Original to Actual and a spelling format of CPFSE are noted with a revised date of 7/1/16. Policies with major changes are noted with an Effective Date of July 1, 2016.

The policies are located on the DAS-SAE website.

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

PROCEDURE	CHANGE
200.000 Table of Contents	Changed verbiage for Signator and Travel Card. Effective 7/1/16
204.400 General Provisions-Miscellaneous	Changed verbiage Original to Actual. Revised 7/1/16
210.000 Travel-Table of Contents	Changed verbiage to Travel Card. Revised 7/1/16
210.101 Travel-General-Travel Card	Changed verbiage Original to Actual. Changed verbiage to Travel Card. 4. & 5. Changed to show the current process. Allowable: One (1) Baggage Fee allowed on Travel Card at time of airfare purchase. Effective 7/1/16
210.102 Travel-General-Meal, Travel and Work Related Receipts	Changed verbiage Original to Actual. Revised 7/1/16
210.107 Travel-General-Official Domicile-Mileage Reimbursement	Remove 4. & 5. Effective 7/1/16
210.130 Travel-General-State Owned Vehicles-Used for Personal Reasons	Changed verbiage to CPFSE. 2. Increased 10,000 miles to 14,000. Effective 7/1/16
210.131 Travel-General-State Vehicles-Miscellaneous Expenses	Changed verbiage and out of pocket expenses. Effective 7/1/16

PROCEDURE	CHANGE
210.140 Travel-General-Miscellaneous Expenses	Changed verbiage Original to Actual. Revised 7/1/16
210.200 Travel-In-State-Mode of Transportation	Changed verbiage to CPFSE. Revised 7/1/16
210.305 Travel-Out-of-State-Subsistence Allowance	Changed verbiage Original to Actual. Revised 7/1/16
210.310 Travel-Out-of-State-Travel Advance	Changed verbiage Original to Actual. Revised 7/1/16
210.320 Travel-Out-of-State-Registration Fees	Changed verbiage Original to Actual. Revised 7/1/16
210.405 Travel-International-Mode of Transportation	Changed verbiage Original to Actual. Revised 7/1/16
220.100 Employee Expenses-Relocation Reimbursement Policy	Changed verbiage Original to Actual. Revised 7/1/16
220.150 Employee Expenses-Education Leave and/or Educational Financial Assistance and Continuing Education	Changed verbiage Original to Actual. Revised 7/1/16
220.400 Employee Expenses- Interview Expenses	Changed verbiage Original to Actual. Revised 7/1/16
220.450 Employee Expenses-Photographs	Changed verbiage Original to Actual. Revised 7/1/16
235.350 Year-End Procedures-DAS-Central Procurement and Fleet Services Enterprise	Changed verbiage to CPFSE. Revised 7/1/16
240.550 Miscellaneous-Postage Meter Refill	Changed verbiage Original to Actual. Revised 7/1/16
250.200 Repayment of Remuneration-Reimbursement for Employee Expenses from Outside Sources	Changed verbiage Original to Actual. Revised 7/1/16
260.151 Central Services-DAS-Central Procurement and Fleet Services Enterprise-Pool Vehicles	Changed verbiage to CPFSE. Revised 7/1/16
260.175 Central Services-DAS-Central Procurement and Fleet Services Enterprise- Office Supplies	Changed verbiage to CPFSE. Revised 7/1/16
260.180 Central Services-DAS-Central Procurement and Fleet Services Enterprise	Changed verbiage to CPFSE. Effective 7/1/16
280.201 Accounting Transactions-Travel Payment-TP	Changed Original to Actual. Revised 7/1/16
290.000 Index	Updated verbiage. Effective 7/1/16.
295.000 Effective Date of Policy	Updated Revised and Effective Dates. Effective 7/1/16
	Changed verbiage Original to Actual. New web address. Revised 7/1/16
Out-of-State Summary	Changed verbiage Original to Actual. Revised 7/1/16

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