



TO: All Financial Managers AC201705

FROM: Trina Brietske, Daily Processing Program Manager

DATE: March 30, 2017

**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, Effective April 1, 2017. These changes are the result of a Lean Event held in 2016 for the option of electronic submission of travel receipts and a recently completed pilot project in which several departments participated.

Procedure 280.200, 2., directs each Department to create and maintain written internal policies for establishing controls for the electronic submission.

Procedure 280.200, 3., requires the retention time period for the actual paper receipts to be maintained by each Department for a period of one fiscal year after the close of the fiscal year for which the expenses were reimbursed.

The policies are located on the DAS-SAE website in the [State Accounting Policy & Procedures Manual](#).

The following is a description of the affected policies with noted changes.

| PROCEDURE  | CHANGE  |
|--|---|
| <b>204.200</b> General Provisions - Original Invoice   | 4. Added electronic receipts. Revised 4-1-17.   |
| <b>210.102</b> Travel- General - Meal, Travel and Work Related Receipts                          | Added 15. Includes the option of electronic submittal of receipts. Revised 4-1-17.  |
| <b>280.000</b> Accounting Transactions - Table of Contents                                       | Added Procedure 280.200. Effective 4-1-17.  |
| <b>280.200</b> Accounting Transactions - Travel Payment (TP) - Electronic Submission of Receipts | <b>NEW POLICY.</b> Effective 4-1-17.<br>Note: 2. Create and maintain written internal policies for establishing controls.<br>Note: 3. Requires department retention period for actual paper receipts. |
| <b>280.201</b> Accounting Transactions - Travel Payment (TP)                                     | Updated "traveler" to "claimant".<br>Updated the steps for completion of current form.<br>Revised 4-1-17.   |
| <b>Travel Payment Form (TP)</b>  | New Travel Payment (TP) forms available in Excel & PDF at <a href="https://das.iowa.gov/state-accounting/i3/i3-accounting-forms">https://das.iowa.gov/state-accounting/i3/i3-accounting-forms</a>     |

If you have questions, please call me at (515) 281-4497 or email at [Trina.Brietske@iowa.gov](mailto:Trina.Brietske@iowa.gov).