



TO: All Financial Managers AC201802

FROM: Trina Brietske, Daily Processing Program Manager

DATE: July 5, 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 that will go into effect July 31, 2017. Taxable meals will no longer be reimbursed. A taxable meal is defined as not having an overnight stay.

The updated policies are **temporarily** located in [Section 001-Updated Documents](#) for your review. The effective date of the policy changes is July 31, 2017. On that date, the policies presently located in the manual will be *replaced* with these updated versions. Because claims are audited according to the rules that were in effect **at the time the expense occurred**, you must retain your own copies of the present policies. You will use these when processing claims with dates occurring before July 31, 2017.

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

See the following for a description of the effected policies with changes:

PROCEDURE	CHANGE
200.000-Table of Contents	Updated Effective July 2017.
210.000-Travel-Table of Contents	Added Policy 210.103. Effective July 31, 2017.
210.103-Travel-General-Meal Reimbursement	New Policy. Effective July 31, 2017.
210.108-Travel-General-Official Domicile-Meal Reimbursement	Updated Effective July 31, 2017.
210.205-Travel-In-State-Subsistence Allowance	Updated Effective July 31, 2017.
210.220-Travel-In-State-Registration Fees	Updated Effective July 31, 2017.
210.305-Travel-Out-of-State-Subsistence Allowance	Updated Effective July 31, 2017.
240.150-Miscellaneous-Prior Approvals-One Time Approvals	Updated Effective July 31, 2017.
290.000 Index	Updated Effective July 2017.
295.000 Effective Dates	Updated Effective July 2017.
In-State Summary of Travel Reimbursement Guidelines	Updated Effective July 31, 2017.
Out-of-State Summary of Travel Reimbursement Guidelines	Updated Effective July 31, 2017.

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