



TO: All Financial Managers AC201805
FROM: Trina Brietske, Daily Processing Program Manager
DATE: September 29, 2017
SUBJECT: **Accounting Policy and Procedure Manual Change**

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 October 1, 2017.

Advance Seat Selection purchased at the time of the booking will be a reimbursable expense. Also as a reminder, this expense should be included whenever you do a cost comparison when applicable.

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
210.103 - General; Meal Reimbursement	Replaced No. 2. Defined Integral. Revised October 1, 2017
210.108 - General; Official Domicile; Meal Reimbursement	Replaced No. 2. Defined Integral. Revised October 1, 2017
210.325 -Travel; Out-of-State Reimbursement for Tickets	Advance Seat Selection added; Nos.4, 5, and 6. Effective October 1, 2017

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