



TO: Financial Managers AC201903

FROM: Trina Brietske, Daily Processing Program Manager

DATE: Nov 15, 2018

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 January 1, 2019. **Reimbursement for travel expenses must be submitted within 30 days of completion of travel to the reimbursing department.**

The updated policies are temporarily located in [Section 001-Updated Documents](#) for your review. The effective date of the policy changes is January 1, 2019. On that date, the policies presently located in the manual will be replaced with these updated versions.

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
204.200 General Provisions-Original Invoice	Added to No. 4, 30 day submission of travel expenses. Effective January 1, 2019.
204.250 General Provisions-Use of a Travel Payment Versus a General Accounting Expenditure	Added No. 5. Effective January 1, 2019.
204.400 General Provisions - Miscellaneous	Added No. 3. Effective January 1, 2019.
210.100 Travel – General - General Information	Added No. 5. Effective January 1, 2019.
210.245 Travel - In-State Board, Commission, Advisory Council, and Task Force Member Expenses	Added No. 2., c. Effective January 1, 2019
230.500 Payment Policies - Volunteer Expenses	Added Reference to Procedure 204.200. Revised January 1, 2019.
280.200 Accounting Transactions - Travel Payment (TP) - Electronic Submission of Receipts	Added No. 6. Effective January 1, 2019.
280.201 Accounting Transactions - Travel Payment (TP)	Added No. 5. Effective January 1, 2019
295.000 Effective Dates	Updated. Effective January 1, 2019.

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