



TO: All Financial Managers AC201906

FROM: Trina Brietske, Daily Processing Program Manager

DATE: January 17, 2019

SUBJECT: Accounting Policy and Procedure Manual Changes

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Below is a summary of changes to the DAS-SAE Accounting Policy and Procedure Manual, Procedure 210.305, Out-of-State – Subsistence Allowance. This Policy will go into effect on January 21, 2019, and all out-of-state travel starting on that date will have reimbursable meal rate increases as follows:

| | Level 1 | Level 2 | Level 3 | Level 4 |
|--------------|----------------|----------------|----------------|----------------|
| Breakfast | \$8.00 | \$8.00 | \$10.00 | \$12.00 |
| Lunch | \$10.00 | \$11.00 | \$12.00 | \$15.00 |
| Dinner | <u>\$19.00</u> | <u>\$25.00</u> | <u>\$29.00</u> | <u>\$38.00</u> |
| TOTAL | \$37.00 | \$44.00 | \$51.00 | \$65.00 |

The updated policy is **temporarily** located in [Section 001-Updated Documents](#) for your review. The effective date of the policy change is January 21, 2019. The policy presently located in the manual will be *replaced* with the updated version. Because documents 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 policy. You will use this when processing documents with dates occurring before January 21, 2019.

The policies are located on the DAS-SAE website.

See the following for a description of the effected policy and other related documents with changes:

| PROCEDURE | CHANGE |
|---|-----------------------------------|
| 210.305 Out-of-State - Subsistence Allowance | Update Effective January 21, 2019 |
| 295.000 Effective Dates | Update Effective January 2019 |
| Out-of-State Summary of Travel Reimbursement Guidelines | Update Effective January 21, 2019 |

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