

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	204.400	1 of 1	January 1, 2019
<b>Subject</b>			
GENERAL PROVISIONS MISCELLANEOUS			

1. **Submission of Documents and Approval** - All documents shall be printed from a computer, typewritten, or handwritten in ink. All travel reimbursements are to be on a Travel Payment (TP) or on a document approved (in writing) by DAS-SAE-Daily Processing. See Procedure 204.250.
2. **Travel Documents** - All travel documents submitted shall state the actual expense incurred, even if the expense exceeds maximum limitations by the individual, and shall not include expenses paid for other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties. All travel payments shall contain the individual's vendor number or other individual identification with prior written approval from DAS-SAE-Daily Processing. All travel payments must also include the individual's signature and actual receipts. See Procedures 204.150, 3; 204.200, 4; and 210.102.
3. **Reimbursement** – Reimbursement for travel expenses must be submitted within 30 days of completion of travel to the reimbursing department.
4. **Property and Real Estate Documents** - Documents for personal property sold, acquisition of real estate, or services rendered to the state must have the original invoices or other documentation attached whenever possible.
5. **Intra-Departmental Rules** - All intra-departmental rules pertaining to the auditing of documents internally shall be subject to the review and approval in writing of DAS-SAE. DAS-SAE Pre-Audit Rules outline the maximum reimbursement, unless superseded by statutory provisions, allowable for travel and lodging expenses. If a Department Head determines additional rules covering specific circumstances within the department are needed, those rules shall be submitted for written approval to DAS-SAE-Daily Processing. This requirement is made in an effort to maintain consistency between departments, alert DAS-SAE to situations where a general rule change is in order, and permit auditing to the standards of the department rather than the general rules, if necessary.
6. All individuals shall follow the same reimbursement guidelines, regardless of the source of funding (federal, fees, etc.). Exceptions to this rule must have written approval from DAS-SAE-Daily Processing.