

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.351	1 of 1	July 1, 2003 Revised 10/1/17
Subject	EMPLOYEE EXPENSES RETIREMENT EXPENSES		

1. Certain employee retirement expenses are allowable. To be reimbursable, employee retirement expenses must be in the form of plaques, framed certificates, or similar items which express the gratitude of the State for the retiree's service. Total cost of the Retirement Recognition Award cannot exceed \$75.00 per retiree. Cash or other financial instruments easily given a cash value, such as gift certificates or savings bonds, are not allowed. The \$75.00 may not be supplemented with outside contributions.
2. Employees eligible for the Retirement Recognition Award are those who are eligible for retirement under DAS-Human Resources Enterprise, Iowa Administrative Code 11-60.1. Employees must have actually filed for retirement.
3. Payment for the Retirement Recognition Award is to be made on the appropriate document type such as a General Accounting Expenditure (GAX), Payment Request Commodity (PRC), Internal Exchange Transfer (IET), or Payment Request Commodity Internal (PRCI), and charged to Object Code 2837.
4. The name of any employee presented with the Retirement Recognition Award **MUST** be included on the document.