

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.450	1 of 1	July 1, 2003
Subject	PAYMENT POLICIES DAMAGE TO PERSONAL ITEMS		

1. The Department may reimburse for damage to personal items according to collective bargaining agreements. Reimbursement must be requested on a Travel Payment (TP) and an original receipt MUST accompany the claim.
2. For non-contract employees, claims for damage to personal items must be submitted to the State Appeal Board as outlined in Chapter 25 of the Code of Iowa.