

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.150	1 of 2	March 1, 2019
Subject			
MISCELLANEOUS PRIOR APPROVALS – ONE TIME APPROVALS			

Prior approvals are necessary because they represent a deviation from a normal state reimbursement policy and are used to alert all interested parties of the necessary exceptions to standard practices.

- 1. Department of Administrative Services-State Accounting Enterprise** - Prior approval is required from DAS-SAE-Daily Processing for the following:

 - a. Exceptions for out-of-state subsistence allowance above state limits. See Procedure 210.305.
 - b. Certain prepayment of expenses. See Procedure 230.550. See Procedure 240.171 for a sample of the Request for Exception to State-Wide Policy document.
 - c. When establishing deposit accounts. See Procedure 240.250.
 - d. When requesting the establishment of, or a change to, imprest petty cash funds. See Procedure 240.300.
 - e. When establishing agency rules in addition to DAS-SAE pre-audit rules. See Procedure 202.000 (5).
 - f. When requesting an exception to the standard procedure for advance payments on contracts. See Procedure 230.550 (2) (g).

- 2. Department Head or Designee** - For the following, prior approval is required by the Department Head or a Designee, and must be documented and signed on the Request for Exception to Statewide Policies document and attached to the document. The I/3 approval alone is not sufficient. See Procedure 240.171.

 - a. An approved Travel Department Authorization (TDA) for all/any out-of-state travel.
 - This approval is to be applied by the Department Head only.
 - b. In certain instances when expenses are incurred on behalf of the employee, including board and commission members and the employer determines to reimburse the 3rd party directly. See Procedure 210.115.
 - c. When lodging is required for the employee in his/her official domicile or residence, or when lodging is unavoidably necessary in excess of the state limits, except as stated in Procedure 210.205, (2), (a), (3).
 - d. Meals within the official domicile or place of residence. See Procedure 210.108.
 - e. Meals in excess of allowable limits.

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3. **Department of Administrative Services-Human Resources Enterprise** - DAS-HRE requires prior approval for the following:
 - a. When using private employment and placement agencies not on a state contract. See Procedure 230.350.
 - b. When requesting reimbursement for Educational Assistance Leave. See Procedure 220.150.
4. **Executive Council** - The Executive Council's prior approval is required for the following:
 - a. Cost changes associated with lease agreements if Executive Council approval was required for the initial lease agreement.