

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.150	1 of 2	January 7, 2013
Subject	MISCELLANEOUS PRIOR APPROVALS – ONE TIME APPROVALS		

Prior approvals are necessary because they represent a deviation from 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 needed 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 for when this is necessary. See Procedure 240.171 for a sample request form.
 - c. When providing a physical examination of existing employees, unless employee is covered by contract. See Procedure 220.300.
 - d. When establishing deposit accounts. See Procedure 240.250.
 - e. When requesting the establishment of, or a change to, imprest petty cash funds. See Procedure 240.300.
 - f. When establishing agency rules that are in addition to DAS-SAE's pre-audit rules. See Procedure 202.000 (5).
 - g. 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 needed from the Department Head or in some instances, a Designee, and must be documented and signed on the Request for Exception to Statewide Policies form (see Procedure 240.171) and attached to the claim. The 1/3 approval alone is not sufficient.
 - 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, per HF646.
 - b. In certain instances when expenses are incurred on behalf of any employee, including Board and Commission members, and the employer wants to reimburse the 3rd party directly. See Procedure 210.115 for specifics. See Procedure 240.171 for a sample request form.
 - c. When lodging is required for an employee in their official domicile or residence, or when lodging is unavoidably needed in excess of the state limits, except as mentioned in Procedure 210.205(2)(a)(3). See Procedure 240.171 for a sample request form.
 - d. Meals within official domicile or place of residence. See Procedure 210.108.
 - e. Meals not associated with a conference and are unavoidably needed in excess of allowable limits.

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f. When conference meals are unavoidably needed in excess of the maximum Reimbursable Conference Meal Rates. See Procedure 240.171 for a sample request form.

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 needed for the following:

a. Cost changes associated with lease agreements IF Executive Council approval was required for the initial lease agreement.