

Department of Administrative Services - State Accounting Enterprise

| Section | Procedure Number | Page Number | Effective Date |
|----------------|----------------------------------------------------------------|-------------|--------------------------------|
| PRE-AUDIT | 240.172 | 1 of 1 | July 1, 2003 Revised 5/1/11 |
| Subject | MISCELLANEOUS PRIOR APPROVALS – STATE SPONSORED CONFERENCES | | |

1. Procedure 240.150 requires that exceptions to certain statewide reimbursement policies be approved by either the Department Head or DAS-SAE-Daily Processing prior to the event occurring. For conferences internal to a state department, or that have other state employees attending, approval to exceed statewide policies is requested by following the process outlined in Procedure 240.171. This procedure details the process to utilize when employees from several different state departments attend the conference.

A state sponsored conference is when a state department(s) has an integral part of planning a conference or contributes financially.

2. A [State Sponsored Conference](#) calendar has been established on the DAS-SAE website for instances when the conference attendees are from several different state departments. Below are instructions for requesting approval for exceptions to statewide reimbursement policies:

- a. **Sponsoring State Department Responsibilities**

- (1) Submit a completed "Request to Exception to Statewide Policies" form (see page 3 of Procedure 240.171 for an example of the form) to DAS-SAE-Daily Processing and write on the form that the request is to be added to the State Sponsored Conference listing.
- (2) When more than one state department is sponsoring a conference, the sponsors will need to decide which department is to submit the form.

- b. **DAS-SAE Responsibilities**

- (1) Review and approve the request.
- (2) Assign an approval number to the request.
- (3) Add approved request to the State Sponsored Conference Listing.
- (4) Return a signed copy to requesting department.

- c. **Attending Departments' Responsibilities**

- (1) Review the State Sponsored Conference listing.
- (2) Detail meals and breaks on individual travel claims.
- (3) Include approval number of applicable conference on individual travel claim.