



# STATE CONTROLLER'S BULLETIN

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**Bulletin #FY16-05**

**SUBJECT: Travel Policy Update – SAAM Section 10.80.70**

**DATE: February 10, 2016**

**TO: All Department and Agency Financial Officers and Service Center Directors**

**FROM: Douglas E. Cotnoir, CPA, CIA State Controller**

We are updating Section 10.80.70 of the Statewide Administrative and Accounting Manual (SAAM) dealing with "Internal Revenue Service (IRS) regulations affecting travel expenses and travel advances." This bulletin supersedes Bulletin#16-04 and incorporates the relevant text in SAAM Section 10.80.70. The updated Travel Section further clarifies when travel reimbursements meet the IRS "accountable plan" rules, when reimbursements become reportable on an employee's W-2, and how to facilitate proper reporting.

The attached policy update replaces Section 10.80.70 of the Statewide Administrative and Accounting Manual, effective immediately.