



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

October 7, 2009

TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 104 / General Accounting (CARS)

**CARS Topic
Revised**

This Update contains the following General Accounting-related topic. Revision change bars are included for this topic; and, the travel lodging rates and meals & incidental expense allowances have been revised.

Topic No.	Topic
20335	State Travel Regulations

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

**Recent
Updates**

- Update 104 (CARS) —included here
- Update 103 (CIPPS)
- Update 102 (CARS)

**DOA's CAPP
Manual
Contact**

Michael Rider, EDP
Electronic Publishing Manager
✉ michael.rider@doa.virginia.gov
(804) 225-3051

(capp memo 104.doc)