



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Rudy B. Burgess, MBA

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 146 / Finance and Administration

One Topic Revised

One topic related to Finance and Administration is included in this Update. A complete managerial review was performed. Note that the changes to the topic are highlighted in BLUE within the document and will remain highlighted for one month.

20335—Travel Regulations (Effective 10/1/15)

Some of the key changes to this topic include:

- All Lodging and Meals and Incidental (M&IE) Rates for in-state and out-of-state travel are governed by the U.S. General Services Administration (GSA) effective 10/1/15. No lodging or M&IE tables will be published within the CAPP Topic. The GSA website must be used for all travel events taking place after 9/30/15.
 - Please note that the DOA Contact Information for these regulations and for DOA exception requests has changed.
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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

DOA's CAPP Manual Contact

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