



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Amanda Morris, Assistant Director

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 148

**Two Topics
Revised**

Two topics are included in this Update. A complete managerial review was performed.

20336—Agency Travel Processing (Effective 1/1/16), see page 7

The number of days a supervisor has to approve a travel voucher has been increased from three (3) days to five (5) days.

20345—Moving and Relocation (Effective 1/1/16), see pages 21 and 27

Increases the amount of time an Agency head or designee can approve for delayed reimbursement of expenses related to home purchase from 12 months to 24 months.

**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**

Rudy Burgess, MBA
Electronic Publishing Manager
✉ rudy.burgess@doa.virginia.gov
☎ (804) 225-3051