



## COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller  
January 11, 2006

P. O. BOX 1971

**TO:** Agency Fiscal Officers & CAPP Manual Users  
**FROM:** Michael E. Rider, EDP  
**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
**Update No. 75 / C A R S**

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**One Topic  
Updated**

**Topic No. 20335, State Travel Regulations**  
**Effective Date: January 17, 2006**

Numerous clarifications to existing regulations have been incorporated into this revision. Revision change bars are included. It is imperative the entire topic be read and reviewed in detail. In addition to the clarifications, significant changes pertain to—

- Lodging / Meals and Incidental Travel Expenses (M&IE): Pages 15-24
- Chartered and Personal Use Aircraft: Pages 34-35
- Designee Listings: Pages 5, 12

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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

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**Recent Updates**

- Update 75 (CARS) - included here
- Update 74 (CARS)
- Update 73 (CARS)

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**DOA's CAPP  
Manual  
Contact**

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**HAPPY NEW YEAR!**