



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

October 15, 2008

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 95 / General Accounting (CARS)

**One Topic
Revised**

This Update contains Topic No. 20335, *State Travel Regulations*.

The following table explains all changes; revision bars are included in the topic. Rate changes are effective October 1, 2008.

Page	Revision
7	Added SSN “should not be written on the TERV
7 & 11	Removed boarding pass requirement
13	Added Comptroller to whom can grant exceptions and changed designee from Director of General Accounting to Assistant State Comptroller
22 thru 27	Updated lodging rates to agree with federal rates effective October 1, 2008
28	Added language to funeral attendance to clarify when lodging and M&IE are allowed
29	Added delivery cost and reasonable tip are reimbursable to meal section
30	Changed DOA contact
34	Updated IRS rate link to site that list current and past rates
38	Changed DOA contact
41	Added Airline Fees section
44	Addition of Traveler’s tip for insurance coverage
45	Added “fuel agreement” should not be entered into
48	Added reference to CAPP Topic Nos. 20355 and 20360

Continued on next page

MEMORANDUM

October 14, 2008

Page 2

**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 95 (CARS)—included here
 - Update 94 (CIPPS)—included here
 - Update 93 (FAACS / LAS)
-

**DOA's CAPP
Manual Contact**

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

(capp memo 95.doc)