

State of Colorado



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Alert #166

TO: Controllers and Chief Fiscal Officers of State Departments
 And Higher Education Institutions and Boards

FROM: Leslie M. Shenefelt 
 State Controller

DATE: June 9, 2006

SUBJECT: Senate Bill 06-173 – Mileage Reimbursement Rate
 New Financial System Security Access Forms
 New Security Delegation Agreements
 New Employees in the State Controller's Office
 Federal Flexible Funds Reminder

Senate Bill 06-173 – Mileage Reimbursement Rate

SB 06-173 was signed late May 31, 2006. Therefore, on and after June 1, 2006, state officers and employees shall be allowed mileage reimbursement of thirty-three cents per mile for each mile actually and necessarily traveled while on official state business and, when authorized to be utilized and necessary for official state business, thirty-six cents per mile for four-wheel-drive vehicles (necessary because of road, terrain, or adverse weather conditions) and forty cents per nautical mile for privately owned aircraft. Keep in mind that state travel that began before the effective date of this change and ends after the effective date will need the mileage broken out between the two different rates.

SB06-173 bill increases the mileage reimbursement rate (as a percentage of the prevailing IRS rate) on January 1, 2007 and January 1, 2008. Should the IRS adjust the prevailing rates of reimbursement, you will be notified via alert and/or e-mail to agency/institution controllers.

This increase is to be implemented with the existing resources of the state department or agency. A department/agency shall not submit a request for a supplemental appropriation for this purpose unless it is an emergency. Any questions should be addressed to your FAST representative.

New Financial System Security Forms

New security access forms have been developed for access to the State's Financial System including COFRS, Document Direct, Financial Data Warehouse, CPPS, and HR Data Warehouse. The access form for COFRS, Document Direct, and the Financial Data Warehouse has been combined into a single form. The CPPS form and the HR Data Warehouse form have also been consolidated into a single form. Please visit our website at <http://www.colorado.gov/dpa/dfp/sco/security.htm> for processing procedures and access to the new security forms.

New Security Delegation Agreements

Most agency controllers have been delegated by the State Controller to act on his behalf as the security administrator for their agency. We recently completed the process of reviewing and updating the delegation agreements in conjunction with the revised security policy included in the FY2006-2007 Fiscal Procedures Manual. Delegated agency controllers will soon be receiving an updated agreement, which are due back to the SCO by July 1, 2006.

New Employees in the State Controller's Office

Camille Leon has joined the State Controller's Office as an administrative assistant from the Health Sciences Center. Central Payroll also welcomes new staff. Nghi Huynh comes from Military Affairs and will be handling employee direct deposit issues. Finally, the Reporting and Analysis Section welcomes Hollie Turtle from the City of Golden. Welcome Camille, Nghi and Hollie!

Federal Flexible Funds Reminder

All expenditures on outstanding projects funded with the Governor's Federal Flexible Funds need to be finalized and recorded by July 28. There are no additional year end entries required at the agency level for these projects. The SCO will transfer any unspent funding back to the Governor's Office by August 2. In Fiscal Year 2007 the SCO will reverse the transfer and return the funds to the agencies on about August 8. Please contact your FAST representative if you have any questions.