



Office of the State Controller Alert #206

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

FROM: Robert Jaros, State Controller 

DATE: October 24, 2014

SUBJECT: Updated Meal Per Diem Rate Tables
Travel Turnaround Reports
Commercial Card Misuse Report
Final COFRS Warrants Expiration
New Central Accounting Fill-able Forms
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Updated Meal Per Diem Rate Tables

For domestic travel, all current meals and incidental expense tiers remain unchanged as of October 1, 2014 and range from \$46 - \$71. All Appendices have been updated and are on the OSC website. The GSA provided these update notes:

Two locations will become new NSAs in FY 2015: Kayenta, AZ (Navajo County) and San Angelo, TX (Tom Green County).

Elmore County, ID is now included with the Sun Valley, ID NSA location. The Middlebury, VT (Addison County) NSA has been combined with the Burlington/St. Albans, VT (Chittenden/Franklin Counties) NSA. Finally, the Manhattan NSA has been renamed New York City, which more accurately recognizes that GSA no longer sets rates for individual New York City boroughs as had been done in the past.



In FY 2015, five locations that were NSAs in FY 2014 will move into the standard CONUS rate category. They include:

Destination/State

Glenwood Springs/Grand Junction, CO
Lakeville, CT
Chesapeake/Suffolk, VA
Lake Geneva, WI
Sheridan, WY

Travel Turnaround Reports

Completed travel turnaround report forms are due by November 1, 2014 with the distribution of total in-state, total out-of-state, and total out-of-country expenses for state employees by the source of funds and total vehicle miles driven broken out between in-state and out-of-state travel and two-wheel and four-wheel drive miles.

Agencies should run the travel turnaround report on Financial Data Warehouse (FDW). Detailed instructions on how to run and complete the report begin on page 347, Section 2 of the March 2013 Fiscal Procedures Manual.

<http://coloradoc2.prod.acquia-sites.com/sites/default/files/Chapter%205.pdf>

Please submit your form to R&A mailbox (dpa_ramailbox@state.co.us). If you have any questions after reading the instructions, please contact your assigned Consulting and Analysis Unit staff member. If you need access to the FDW, please contact Karoline Clark at 303-866-3811 in the OSC's Support Services Unit.

Commercial Card Misuse Report

Fiscal Year 2013-2014 "Misuse Reports" are due to the State Controller by November 1st for any Procurement Card, One Card and / or State Paid Travel Card violations that are recurring, significant, or in excess of \$500, in accordance with State Fiscal Rule 2-10. Individual Travel Cards are exempted from misuse reporting under Fiscal Rule 2-10. Please submit your misuse report to Brooke Dunn at brooke.dunn@state.co.us.

Final COFRS Warrants Expiration

On 1/31/15 all COFRS warrants that have not been cashed will expire, and the funds will be remitted to unclaimed property. All remaining outstanding warrants are listed on the EAP18R -



Warrants Expiration Detail Notification Report 10/16/14 version, available on Document Direct. Colorado law requires that agencies try and locate the owner of the warrant. Detailed instructions have been sent out separately.

New Central Accounting Fill-able Forms

New fill-able forms to request a warrant cancellation and reissuance have been created and published on the OSC web site under the Central Accounting Services section. In addition, please note that there are also new fill-able EFT Direct Deposit and Substitute W-9 forms at this web site. Coming soon are new fill-able Affidavit of Lost Warrant forms.

CORE Warrant Cancellation Form -

http://www.colorado.gov/pacific/sites/default/files/Warrant%20Cancel%20Request%20Form%2009_14.pdf

CORE Warrant Reissue Request -

http://www.colorado.gov/pacific/sites/default/files/Warrant%20Reissue%20Request%20Form%2009_14.pdf

6 Month Capital Construction Certification

C.R.S. 24-30-1404 requires a contract for architectural/engineering services or other significant professional services, or a contract for the project if no professional services are required to be executed and encumbered within six months after the date on which the appropriation becomes law. Because the Long Bill was signed on April 30, 2014, the deadline for compliance with the six-month rule is October 30, 2014, with the exception of the capital appropriations that were dependent upon a specified General Fund Surplus level. The contingent capital projects were authorized on September 15, 2014; therefore, the 6-month rule date for this group of projects is March 15, 2015. The contingent controlled maintenance projects have not yet been authorized, and that determination is expected to occur in mid-December. For the majority of projects with an October 30 certification date, submit completed compliance certifications to the DPA_RAMailbox@state.co.us by October 30, at which time the project's appropriation end date will be extended through the end of the fiscal year.

If a compliance certification is not completed on time the project appropriation will be inactivated until such time as the agency requests and receives a recommendation to waive the six month rule from the CDC and the OSC concurs by issuing a waiver. Please contact your assigned Consulting and Analysis Unit staff member with questions.



Save the Date - Budget Policy Users Group

As more budget documents are now being submitted and approved, we would like to meet as a users group in order to discuss some of the issues that are beginning to surface, in order to ensure consistency across departments in budget document submissions to the OSC. We anticipate that this users group will be geared towards those individuals who prepare the budget documents, and those who approve them.

The first meeting of this users group is planned for the afternoon of Tuesday, November 18. Additional information will be communicated to the budget preparers/approvers at a later date.

OSC Staff Changes

In October, Katie Van Horn resigned from her position in Central Payroll, and RaLea Sluga transferred to the Attorney General's office. We have said good bye to retirees Susan Meade, Bob Goodnough and JoAnn Vondracek that came back to help during our transition to CORE. Welcome Ken Jellico, business analyst, in Central Collections.

