

Accounting Manual Revision Notes

The Court's Accounting Manual was last updated: **January 17, 2017**

06 Trust

- [06-01.00 Trust Check Writing](#). The process for issuing checks in the Juvenile Court has changed and electronic signatures are now being used. An additional page has been added to the [Separation of Duties Model](#) entitled "Juvenile Court (CARE) Trust Funds Disbursement."

07 Purchasing

- [07-03.00 Group Gathering](#). Increased the percent for tip when there isn't a delivery charge from 15% to 18% (same as the State Rate).

12 Travel

- **12-01.00 Per Diem.**
 - Federal regulations require that state mileage rates can not be higher than federal rates, therefore private vehicle reimbursement is reduced from [\\$.54 to \\$.53 per mile](#) effective January 1, 2017.
 - See also updated "[Increase Reimbursement Request Form](#)" when a state car is not available. This form now only requires one approving signature.
- [12-02.00 Meal Reimbursement](#). State Finance adjusted their return trip travel times for calculation of meal reimbursement.