

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO:** Chief Financial Officers  
All State Agencies

**DATE:** February 26, 2015

**FROM:** Louise Anderson-Sawtelle  
Associate Controller - Operations

**SUBJECT:** New Natural Accounts for Out of State Travel Per Diems  
CFO 15-06

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In an effort to improve reporting capabilities, the Office of Accounts & Control has created a new natural account specifically for per diems paid for out of state travel.

Out of state travel natural accounts should be charged as follows:

646310	Out-of-State Travel: Transportation
646320	Out-of-State Travel: Lodging
646325	Out-of-State Travel: Per Diem
646330	Out-of-State Travel: Registrations
646340	Out-of-State Travel: Other

Please be sure to use the proper natural accounts in all travel reimbursement requests.

Any questions can be directed to my office at 222-2704.

Thank you.