

FINANCE FORUM: FALL 2025

[Link to Presentation Slide Show](#)

- Reengineering Madison Update
<https://www.jmu.edu/computing/projects/reengineering-madison/index.shtml>
- Corporate Rewards Prepaid card process review
- Announcements and Reminders:
 - Recovery of prior year funds
 - Forms and webpages being updated – be sure to access most current forms
 - Email research requests to iis.finance@jmu.edu
 - FPM SPCC updates effective 7/1/25 –
 - Reconciliations reconciled and approved in Works by the 5th of the month following the statement billing date.
 - Infractions reset each fiscal year.

Reconciliation Infraction Policy

Infraction-Reconciliation	Penalty
1 st time late reconciliation	Email warning
2 nd time late reconciliation	Email warning
3 rd time late reconciliation	Must complete in person SPCC reconciliation class AS2004 within 30 business days-if not completed in 30 business days card will be suspended until training is complete
4th time late reconciliation	15-day card suspension
5th time late reconciliation	30-day card suspension

Infraction Policy for non-reconciliation infractions

Infraction-All other infractions	Penalty
1 st infraction in fiscal year	Email warning
2 nd infraction in fiscal year	Complete online refresher course and score 100% on quiz within 10 business days of being enrolled in course by Cash & Investments
3 rd infraction in fiscal year	30-day suspension
4 th infraction in fiscal year	60-day suspension

- FPM travel updates effective 7/1/25 – Travel: 4215:340 Lodging:

Travelers (with the exception of students) must pay for their own lodging and seek reimbursement individually. If two employees are sharing one room, one person may pay the hotel bill. The traveler must submit original, itemized hotel bills obtained at the time of checkout and other supporting receipts for lodging expense with the Expense Report. Explain fully any unusual charges.