

Higher Education Restructuring Act 2.5 Financial Procedures Update Summary Notes [8/18/2016 & 8/23/2016]

Approving Authority Role:

This responsibility may not be delegated to anyone else. Duties may only be completed by President, Vice President, Assistant Vice President, Dean, Assistant/Associate Dean, Director or Department Head who is the Approving Authority for the DeptId.

Moving and Relocation:

Please contact Sherry Willis x88034 with any questions regarding moving and relocation

Travel:

International travel and all foreign nationals traveling to JMU requires the new International Travel Authorization.

Requirement for traveler to have some form of approval from an Approving Authority for domestic travel. Responsibility resides with the traveler and Approving Authority to determine process. Travel without appropriate authorization may result in the traveler not receiving reimbursement.

All off-campus retreats, business meetings, functions and events require completion and prior approval of the Off Campus Retreat Authorization form. Review the JMU FPM subsection 4215.353: Appropriate Food and Business Functions to determine if the event meets one of these four criteria.

The maximum tips for transportation increased from 15% to 20% however, allowable tips for meals has not changed and remains at 15% before taxes.

No change was made to the Business Meal Certification form/procedures except for clarification of the Approving Authority role.

General reminders:

All procedural changes were effective August 15th, 2016.

Questions? Contact us first for clarification, contact information is included in the PowerPoint.

Check the JMU FPM Forms Index for updated forms.

Apply the reasonability test. JMU has the opportunity to exercise greater financial administrative autonomy, it is our responsibility to be good stewards as well.