

# Higher Education Restructuring Act 2.5

JMU Financial Procedures Updates Sessions:

8/18/16 AS3013 & AS3015

8/23/16 AS3014

UPDATES EFFECTIVE 8/15/16

# Approving Authority Role

- President, Vice President, Assistant Vice President, Dean, Asst/Assoc Dean, Director, or Department Head who is the Approving Authority for the DeptID.

# Moving and Relocation

Sherry Willis, Payroll Services

# Moving and Relocation

## ➤ Tenure

- Removed word to eliminate confusion. Higher Education often associates “tenure” with faculty and views it differently.
- Agreements will still require 12 months of employment.

## ➤ House Hunting

- **Past:** House Hunting must have occurred prior to the employee’s first day of work to be eligible for reimbursement.
- **Current:** House Hunting expenses are permitted after the employee’s first day of work.
  - Sometimes employees must report to work immediately and their spouse remains at home for various reasons. This change will now permit the spouse house hunting trips to help search for permanent housing (even if it’s after the employee’s first day of work).
- **JMU will still only pay/reimburse for one move of household goods and personal effects.**

# Moving and Relocation

## ➤ **Supplies**

- The purchase of moving supplies, such as packing paper, boxes, or cartons, is reimbursable.
- Purchase limit increased to \$500.

## ➤ **Temporary Quarters**

- **Past:** 90 days from the first day of work at the new location.
- **Current:** 90 days, beginning 30 days prior to first day of work.

# Moving and Relocation

**Payroll Services**

**Suite 238**

**Massanutten Hall**

**M&R Contact: Sherry Willis**

**[willissl@jmu.edu](mailto:willissl@jmu.edu) or 8-8034**

**M&R Policy 5010 and additional M&R information can be found at [www.jmu.edu/payroll](http://www.jmu.edu/payroll) under Moving and Relocation.**

# Travel

Tina Wells, Accounts Payable

# Travel

- **Alaska and Hawaii are now considered Domestic travel**
  - 4215.200 Definitions



# Travel

## ➤ **Travel Authorizations**

- **International Travel** will still require an approved Travel Authorization
  - To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single international travel destination must be approved in advance by the Senior Vice President of Administration and Finance. This includes travel of presenters as well as attendees.
- **Domestic Travel** will no longer require an approved Travel Authorization
  - However, the University expects prudent judgement and reasonableness when incurring travel costs. The traveler must have some form of approval from an Approving Authority.
- 4215.311 Approvals

# Travel

- **Travel Authorizations, cont.**

- **Off Campus Retreats**

- The university requires prior approval for all planned retreats held at off campus locations. Retreats held at off campus locations require prior approval by an Approving Authority, the appropriate Senior Vice President, as well as the Assistant Vice President for Finance. This prior approval is obtained on the **Off Campus Retreat Authorization Form**.

# Travel

- **Reserved for Hire Transportation**

- Cost justification is no longer needed.
  - A reminder: receipts are required only if the reimbursement claim exceeds \$75 per instance.

- **Maximum Tip Increase for Transportation to 20%**

- The reimbursement voucher must have the amount for the tip separate from the amount of the fare.

- 4215.335 Public Transportation

# Travel

## ➤ Lodging

- Approving Authority's have the authority to approve reimbursement for lodging up to 50% over the guidelines for both in-State and out-of-state travel when circumstances warrant.
  - An explanation of circumstances justifying the lodging exception must be attached to the Travel Expense Reimbursement voucher.
  - Travelers who exceed allowable limits without proper approval will be personally liable for the additional expense incurred.
  - The Assistant Vice President for Finance or designee is authorized to approve reimbursements for lodging up to 100% over the guidelines when circumstances warrant.
- 4215.340 Lodging

# Travel

## ➤ **Lodging, cont.**

- The authority to approve above the guidelines does not grant approval for luxury accommodations. State funds cannot be used for luxury hotels.
    - Examples of luxury hotels include but are not limited to Ritz-Carlton, Paramount, Park Hyatt, Four Seasons Washington.
  - Final determination as to what is considered luxury vs. non-luxury rests with the Assistant Vice President for Finance or designee.
    - The use of luxury accommodations will be reimbursed at the per diem rate.
- 4215.340 Lodging

# Travel

- **Number of Persons in a Hotel Room**

- When two or more people travel on official State business and stay in the same non-luxury hotel room, the cost of the room cannot exceed the amount each individual could be reimbursed at the per diem guideline applicable to the travel destination, had they stayed in separate rooms.

- 4215.340 Lodging

# Travel

## ➤ **Maximum Prepayment Period**

- The allowable miscellaneous advance prepayment period has been increased to 180 days. Departments must be reasonably sure that travel will occur as planned.
  - Convention and Educational Services (4215.313)
  - Travel Public Carriers (4215.335)
    - Advance payment for travel by public carrier is limited to prepayments for individual travel by aircraft (if other than JMU travel contracts), train and bus. Excludes rental vehicle expenditures.
  - Hotel/Motel deposits are limited to one night of lodging, if required, for direct bill payments on hotel/motel rooms. Use of the travel card is encouraged to secure room confirmations. Actual advance payments using travel charge card will not be reimbursed before the trip. (4215.340)

# Travel

- **Allowable Expenditures Subject to 180 Day Prepayment**
  - Organization Memberships
  - Publication Subscriptions
  - Mail Order Purchases where payments must be included with the order
  - Human Subject Payments
  - US Postal Service Purchases
  - Excludes courier service and freight expenditures
  - File Acquisitions or Rentals
  - Advertising Expenses
  
- 4205.331 Allowable Advance Payments



# Travel

## ➤ **Business Meal Reimbursements**

- Meals while on official business must involve a substantive and bona fide business discussion with a **non-University employee** and the employee must complete a Business Meal Certification Form.
- An original, itemized receipt is required for reimbursement of all business meals. Tips for official business meals is limited to **15%** of the food/drink **before** taxes.
- An Approving Authority may, with sufficient justification, authorize a meal reimbursement up to 50% over the applicable per diem guideline.
- 4215.352 Meal Reimbursements for Overtime and Official Business Meals

# Travel

- **Mileage for Personal Use of Automobiles Increased to 280 miles per Day**
  - University employees may use personal automobiles when traveling on Official University business. The University usually considers a personal automobile cost beneficial for occasional travel planned for distances up to an average of 280 miles per day and will be reimbursed at the higher rate.
  - Employees electing to use their personal vehicle as a matter of convenience for trips exceeding an average of 280 miles per day will be reimbursed for mileage at the reduced rate.
- 4215.334 Personal Automobiles
- 4215.331.1 Current Mileage Rates

# Travel

- **Travel Expense Reimbursement Voucher Completion Requirement 60 Days**
  - Travelers must submit a completed TERV to their supervisor for approval within (60) working days after completion of the trip.
  
- 4215.610 Travel Expense Reimbursement Vouchers

# Small purchase credit card [spcc]

Tish Leeth, Cash & Investments

# Small purchase credit card

- Domestic travel information in 30 character description field of SPCC Record:
  - 1<sup>st</sup> initial, Last Name & Departure date for all public carrier payments
  - 1<sup>st</sup> initial, Last Name & Conference start date for registration fees
- Domestic travel support documents to be submitted with monthly reconciliation:
  - Public carrier payments – description of events/invitation to participate (showing travel dates/location)
  - Conference registrations – copy of completed registration forms

# Small purchase credit card

- International travel information in 30 character description field of SPCC Record:
  - TA# (original, approved TA must have been previously submitted to AP)

# Small purchase credit card

SPCC violation of policy changes:

1<sup>st</sup> time: email warning

2<sup>nd</sup> time: 15 day suspension

3<sup>rd</sup> time: 30 day suspension

Infractions last for 2 years.

Misuse of Restaurant Block being lifted:

Block placed permanently back on card

# Small purchase credit card

- **Shipping reminder:**
  - All shipments must be received at a JMU physical address.
- **Promotional Items reminder:**
  - Provide the average per item cost (excluding shipping/setup)
  - Use the appropriate promotional supplies account code (137810)
- **Subscriptions reminder:**
  - Include details as to the physical address where the subscription will be received and if the subscription is for more than one year, identify the cost savings realized by paying for the longer term.



# Small purchase credit card transition

- ▶ SPCC PRIMARY ADMINISTRATOR:
  - ▶ JENNIFER HART 8-7396
- ▶ SPCC BACKUP ADMINISTRATORS:
  - ▶ AMANDA SHERMAN 8-6888
  - ▶ TISH LEETH 8-3205
- ▶ PRIMARY CONTACT MAILBOX:
  - ▶ [APPA@JMU.EDU](mailto:APPA@JMU.EDU)
- ▶ RECONCILIATION MAILBOX:
  - ▶ [SPCC@JMU.EDU](mailto:SPCC@JMU.EDU)

CASH & INVESTMENTS  
MASSANUTTEN HALL  
SUITE 310  
1031 SOUTH MAIN STREET

# Financial Updates – Helpful Hints:

- Reference JMU FPM:
  - Moving and Relocation(5010)
  - Travel (4215)
  - SPCC (4220)
- Replace Saved Forms & Templates

<http://www.jmu.edu/financemanual/index.shtml>

# Financial procedures manual updates

- Improper Public Funds Expenditures (4205.321):
  - INTENDED TO PROVIDE GUIDANCE IN JUDGING APPROPRIATE USE OF PUBLIC FUNDS

1. Books for classes (unless they remain property of the University)
2. Snacks or refreshments
3. Baby sitting
4. Non-business related newspapers or magazine subscriptions
5. Personal articles that are lost or stolen
6. Tuxedos or other formal wear
7. Clothing (non-uniform or repairs to clothing damaged in the work place)
8. Refrigerators, coffee makers, and other appliances for employee use

# Financial procedures manual updates

## ➤ Sponsorships (4205.322):

- MUST BE CONSIDERED ESSENTIAL TO THE OPERATION OF THE UNIVERSITY & IN SUPPORT OF THE UNIVERSITY'S MISSION TO JUSTIFY USE OF STATE FUNDS.
- REQUESTS FOR EXCEPTIONS, WITH SUPPORTING JUSTIFICATION, MAY BE SUBMITTED TO ASSISTANT VICE PRESIDENT FOR FINANCE PRIOR TO INITIATING ANY TRANSACTIONS.
- EXAMPLES OF EXPENSES THAT DO NOT CLEARLY SUPPORT THE UNIVERSITY MISSION:

1. Retirement parties or employee going away parties
2. Entertainment expenses
3. Holiday decorations
4. Alcoholic beverages
5. Charitable contributions
6. Gifts and flowers
7. Civic activities/events

# Financial procedures manual updates

- Memberships (4205.323):
  - AS A GENERAL RULE, MEMBERSHIPS TO RETAIL STORES/CLUBS ARE NOT ACCEPTABLE USE OF STATE FUNDS.
  - EXAMPLES INCLUDE COSTCO, BARNES & NOBLE, AMAZON PRIME.

# Financial procedures manual updates

- Advertising/Marketing/Promotional (4205.324):
  - PROMOTIONAL ITEMS WITH AN AVERAGE COST OF \$10 MAY BE PURCHASED, EXCEPTIONS MUST BE REQUESTED IN ADVANCE.
  - ADVERTISING TARGETED TOWARDS CURRENT/PROSPECTIVE STUDENTS AS WELL AS PATRONS OF UNIVERSITY ATHLETIC EVENTS, CULTURAL ACTIVITIES AND OTHER UNIVERSITY SERVICES GENERALLY ALLOWABLE.
  - QUESTIONS – MARK ANGEL, ASSOCIATE CONTROLLER FOR ACCOUNTING OPERATIONS AND DISBURSEMENTS @ [ANGELMW@JMU.EDU](mailto:ANGELMW@JMU.EDU) OR 8-5590.
  - EXAMPLES OF **UNALLOWABLE** EXPENSES ARE:
    - Generic advertisements in seasonal or annual high school team programs and/or yearbooks
    - After-prom activities or sponsorships
    - Sponsorships being promoted as advertising or media expenses
    - Advertisements not targeted specifically towards current and prospective students or patrons of currently approved business activities (University Policy 4501)

# Financial procedures manual updates

- Advance Payments (4205.331 & 4205.332):
  - PREPAYMENTS MADE THROUGH AP OR VIA THE SPCC MUST HAVE APPROPRIATE DOCUMENTATION TO SUBSTANTIATE PREPAYMENTS. TYPICALLY COST-SAVINGS AND/OR CONFERENCE REGISTRATIONS.
  - REVIEW THESE SUBSECTIONS FOR SPECIFIC CRITERIA
  - REMINDERS:
    - WRITTEN CONTRACTS, LEASES OR AGREEMENTS REQUIRE APPROVAL FROM ADDITIONAL CAMPUS DEPARTMENTS OR COMMONWEALTH OF VIRGINIA AGENCY – BE SURE YOU ARE ACTING IN COORDINATION WITH THE PROPER AUTHORITY AND DO NOT SIGN DOCUMENTS YOU **DO NOT HAVE AUTHORITY TO EXECUTE**

## Financial Updates – Helpful Hints:

- Not sure, ask:
  - Moving & Relocation: Sherry Willis, Payroll Services @ 8-8034 or [WILLISL@JMU.EDU](mailto:WILLISL@JMU.EDU)
  - AP & Travel: Tina Wells, Accounts Payable @ 8-6231 or [WELLS2TM@JMU.EDU](mailto:WELLS2TM@JMU.EDU)
  - SPCC: Tish Leeth, Cash & Investments @ 8-3205 or [LEETHTC@JMU.EDU](mailto:LEETHTC@JMU.EDU)
  - General Finance Inquiries @ [IIS.FINANCE@JMU.EDU](mailto:IIS.FINANCE@JMU.EDU)
- ALSO: Mark Angel @ 8-5590 or [ANGELMW@JMU.EDU](mailto:ANGELMW@JMU.EDU)