
Effective: 7/1/2001

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 105</u></p> <p>Fiscal Year-End Closing</p>	<p>Revision of Policy</p> <p>Revised to change the types of agency/orgs that reflect open encumbrances on the Final 12th Month Summary Financial Status and rollup reports and change vendor code from PPLANT to FACMAN</p>
<p><u>COM 401-02</u></p> <p>Provost/Vice Presidential/ Vice Provost Approval</p>	<p>Revision of Policy</p> <p>Revised to add “Vice Provost” to the title and to add Internet related services as a transaction requiring approval and the payment process for these transactions</p>
<p><u>COM 430-01</u></p> <p>Overall Expenditure Coding Structure</p>	<p>Revision of Policy</p> <p>Revised to add noncompensatory post-doctoral fellowships in the Student Support category, object 7750</p>
<p><u>COM 504</u></p> <p>In-State Travel</p>	<p>Revision of Policy</p> <p>Revised to delete the requirement for justifying the use of a personal vehicle when completing the In-State Travel Authorization/Claim Form in order to be consistent with the current State of Arizona Travel Regulations</p>
<p><u>COM 509</u></p> <p>Meals and Lodging</p>	<p>Revision of Policy</p> <p>Revised to change the meal per diem rates for domestic travel and the foreign meal per diem percentage breakdowns, and to allow individuals designated in writing by the appropriate provost, vice president, or vice provost to approve exceptions to lodging and meal maximums</p>
<p><u>COM 511</u></p> <p>Receipts and Itemization</p>	<p>Revision of Policy</p> <p>Revised to require justification for valet parking in addition to a</p>

receipt if cost is \$25 or more

[COM 512](#)

Transportation

Revision of Policy

Revised to delete the requirement for justifying the use of a personal vehicle when completing the In-State Travel Authorization/Claim Form in order to be consistent with the current State of Arizona Travel Regulations

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