
Effective: 7/1/2002

ASU COM Manual Revision Notice

Policy	Summary of Changes
<p><u>COM 003</u></p> <p>Definitions</p>	<p>New Policy</p> <p>Added to provide definitions for terms used throughout manual</p>
<p><u>COM 115</u></p> <p>Plant Fund Recoupment</p>	<p>Revision of Policy</p> <p>Revised to change “Facilities Planning and Construction (FP and C)” to “Facilities Management (FM)”</p>
<p><u>COM 202</u></p> <p>Establishment of Agency/Orgs</p>	<p>Revision of Policy</p> <p>Revised to delete requirement for provost/vice provost/vice president approval on new agency/org applications</p>
<p><u>COM 210</u></p> <p>Business Manager Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to clarify business manager responsibilities regarding review of monthly reports and to add the Office for Research and Sponsored Projects Administration as a contact for discussing significant financial variation in monthly reports for sponsored projects accounts</p>
<p><u>COM 301–01</u></p> <p>Deposits—General Policy</p>	<p>Revision of Policy</p> <p>Revised to change the ASU Foundation’s staff member who preapproves solicitation material from the Foundation’s director of stewardship and donor relations to director of strategic planning and marketing</p>
<p><u>COM 301–02</u></p> <p>Deposits—ASU-Approved, Financially Related Organizations</p>	<p>Revision of Policy</p> <p>Revised to change the ASU Foundation’s staff member who preapproves solicitation material from the Foundation’s director of stewardship and donor relations to director of strategic planning and marketing</p>

<p><u>COM 303</u></p> <p>Gifts Deposits</p>	<p>Revision of Policy</p> <p>Revised to change the ASU Foundation’s staff member who preapproves solicitation material from the Foundation’s director of stewardship and donor relations to director of strategic planning and marketing</p>
<p><u>COM 401–03</u></p> <p>Prohibited Transactions</p>	<p>Revision of Policy</p> <p>Revised to change “Department of Facilities Management director” to “director of Facilities Services”</p>
<p><u>COM 421–01</u></p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to indicate that total meal and lodging expenses should be limited to the rates established under ASU Travel policy; to require a written justification and dean, provost, vice provost, or vice president approval for exceptions; and to update the title of a cross-reference</p>
<p>COM 503</p> <p>Definitions</p>	<p>Deletion of Policy</p> <p>Deleted</p>
<p><u>COM 505–01</u></p> <p>Out-of-State Travel Authorization</p>	<p>Revision of Policy</p> <p>Revised to clarify that encumbrances are automatically established when a travel authorization is processed and an encumbrance may also be established when no advance is requested</p>
<p><u>COM 506</u></p> <p>Foreign Travel</p>	<p>Revision of Policy</p> <p>Revised to require ASU employees traveling in sanctioned countries to submit the required documentation to ASU Risk Management 60–90 days prior to travel and to change the source of exchange rate information from the <i>Wall Street Journal</i> to the OANDA.com Web site</p>
<p><u>COM 511</u></p> <p>Receipts and Itemization</p>	<p>Revision of Policy</p> <p>Revised to require ASU Risk Management approval, prior to travel, for the use of privately owned aircraft for business travel</p>
<p><u>COM 512</u></p>	<p>Revision of Policy</p>

Transportation

Revised to clarify that ASU travelers will not be reimbursed for the use of personal frequent flier miles used for business travel and to require ASU Risk Management approval, prior to travel, for the use of privately owned aircraft for business travel

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