

Effective: 11/1/2000

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 delete Tech Shop and to add Information Technology to prior year commitments and to limit prior year commitments to Computing Services to orders coded to 7310 31</p>
<p><u>COM 405-02</u></p> <p>Capital Purchases Near Fiscal Year-End</p>	<p>Revision of Policy</p> <p>Revised to delete the procedure for sending weekly reports of requisitions processed after April 15 of each fiscal year</p>
<p><u>COM 420-03</u></p> <p>Moving Expenses</p>	<p>Revision of Policy</p> <p>Revised to clarify the taxability of moving expenses paid directly by the university to a third party on behalf of employees and to provide a link to the Comptroller's Office Web site for current mileage reimbursement rates</p>
<p><u>COM 420-04</u></p> <p>Awards to Faculty and Staff, and Related Tax Status</p>	<p>Revision of Policy</p> <p>Revised to raise the amount of nonmonetary awards allowed without vice presidential approval and to clarify the procedure of notifying Human Resources to include the value of the award on the employee's W-2 form</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 provide a link to the Comptroller's Office Web site for current mileage reimbursement rates</p>
<p><u>COM 421-02</u></p> <p>Interviewees</p>	<p>Revision of Policy</p> <p>Revised to provide a link to the Comptroller's Office Web site for current mileage reimbursement rates</p>

<p><u>COM 422-01</u></p> <p>Student Financial Support</p>	<p>Revision of Policy</p> <p>Revised to add a cross-reference and to change IRS Form 1001 to W-8BEN</p>
<p><u>COM 422-03</u></p> <p>Post-Doctoral Fellow Financial Support</p>	<p>New Policy</p> <p>Describes financial support payments to post-doctoral fellows and their taxability</p>
<p><u>COM 425-02</u></p> <p>Immigration Status—Eligibility to Receive Payment</p>	<p>Revision of Policy</p> <p>Revised to clarify an exception to the types of payments allowed to be made to nonresident alien students with specific visas</p>
<p><u>COM 425-04</u></p> <p>Nonresident Alien Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to change IRS Form 4224 to W-8ECI</p>
<p><u>COM 503</u></p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to clarify definition of Travel Agency</p>
<p><u>COM 505-01</u></p> <p>Out-of-State Travel Authorization</p>	<p>Revision of Policy</p> <p>Revised to clarify definition of Travel Agency</p>
<p><u>COM 505-02</u></p> <p>Out-of-State Travel Reimbursement</p>	<p>Revision of Policy</p> <p>Revised to clarify definition of Travel Agency</p>
<p><u>COM 507</u></p> <p>Non-Athletic Team/Group Travel</p>	<p>Revision of Policy</p> <p>Revised to change the dollar amount of minimum travel advances from \$25 to \$100</p>
<p><u>COM 508</u></p> <p>Travel Advances</p>	<p>Revision of Policy</p> <p>Revised to change the dollar amount of minimum travel advances from \$25 to \$100</p>

<p>COM 512</p> <p>Transportation</p>	<p>Revision of Policy</p> <p>Revised to provide a link to the Comptroller's Office Web site for current mileage reimbursement rates</p>
<p>COM 514</p> <p>Registration Fees and Other Travel Expenses</p>	<p>Revision of Policy</p> <p>Revised to add baggage handling as a reimbursable expense</p>

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