
Effective: 7/1/2008

FIN Manual Revision Notice

Policy	Summary of Changes
FIN 103 Departmental Record Keeping	Revision of Policy Revised to change type of other financial records “used for monthly reconciliation”
FIN 307 Departmental Cash and Check Receipting	Revision of Policy Revised to specify that training in receipting must be taken within three (3) months of hire date and every five years thereafter.
FIN 401-02 Provost/Vice Provost/Vice President Approvals	Revision of Policy Revised to delete “Internet-related services”
FIN 401-03 Prohibited Transactions	Revision of Policy Revised to add “Internet Reimbursements” as prohibited transactions on all university accounts, and to add “Interviewee Expenses,” with the exception of specific agency/orgs that have been approved by the Office of the Executive Vice President and Provost of the University
FIN 506 Foreign Travel	Revision of Policy Revised to add the statement: For more information on air travel to and from a foreign country under sponsored project awards, see the Research and Sponsored Projects Policies and Procedures Manual—RSP 504-01, “Sponsored Projects Travel for ASU Employees” for further information.
FIN 509 Meals and Lodging	Revision of Policy Revised to specify Meal Allowance Eligibility on same-day-meal rules

and cut off hours and meal allowance conditions for travelers on overnight travel status.

[FIN 512](#)

Transportation

Revision of Policy

Revised to state “the traveler should indicate the rental arrangement is for university business” by adding “On behalf of Arizona State University” behind the traveler’s name on the credit card agreement

[FIN 513](#)

Insurance Coverage While in Travel Status

Revision of Policy

Revised to state “the traveler should indicate the rental arrangement is for university business” by adding “On behalf of Arizona State University” behind the traveler’s name on the credit card agreement

[FIN 514](#)

Registration Fees and Other Travel Expenses

Revision of Policy

Revised to state “extra baggage charges require approval of the ATO, original receipt, and a written justification”

[FIN 701](#)

ASU University Audit and Advisory Services Charter

Revision of Policy

Revised to clarify that University Audit and Advisory Services has authority to “access all university functions as well as records, including the records of any component unit (e.g., ASU Foundation) in the possession of a university department or employee that relates to the department, area, or program being audited”; to state that the director of University Audit and Advisory Services “shall confer with the Audit Committee of the Board of Regents at least annually, outside the presence of university officials, and if circumstances warrant, directly with the chair of the Audit Committee”

