



Financial Services Manual (FIN)

Effective: 7/1/2009



FIN Manual Revision Notice__

Policy	Summary of Changes
FIN 106 Month-End Closing	Revision of Policy Revised to update the month-end closing day from two to three work days; to add that any changes to the scheduled close dates will be announced on the "Financial Services News" Web site
FIN 204-02 Additions/Changes/Deletions in Advantage User IDs	Revision of Policy Revised to update the procedures for adding, changing, or deleting an Advantage User ID
FIN 206 Administrative Services Charge	Revision of Policy Revised to update the interval for which the administrative services charge automated process is based from a month to a week
FIN 213 Establishment of Resale Activities to the General Public	Revision of Policy Revised to include Clay Sampling Tests, provided by the Biodesign Institute at ASU, as one of the activities or programs authorized as a resale activity
FIN 420-01 Faculty and Staff Reimbursements	Revision of Policy Revised to specify that faculty and staff who receive reimbursement from a third party for expenses paid or reimbursed by ASU must return those funds to ASU
FIN 420-08 Out-of-State Employees—Authorization and Related Costs	New Policy Created to summarize the requirements for hiring and/or (re)assigning employees who work at a site not located within the State of Arizona and the related costs of such arrangements
FIN 504 In-State Travel	Revision of Policy Revised to specify that a traveler who receives reimbursement from a third party for travel expenses claimed on the ASU travel reimbursement, including any travel pre-payments ASU made to the traveler, must return those funds to ASU
FIN 505-01 Out-of-State Travel Authorization	Revision of Policy Revised to specify that a traveler who receives reimbursement from a third party for travel expenses claimed on the ASU travel reimbursement, including any travel pre-payments ASU made to the traveler, must return those funds to ASU
FIN 505-02 Out-of-State Travel Reimbursement	Revision of Policy Revised to specify that a traveler who receives reimbursement from a third party for travel expenses claimed on the ASU travel reimbursement, including any travel pre-payments ASU made to the traveler, must return those funds to ASU
FIN 506 Foreign Travel	Revision of Policy Revised to specify that a traveler who receives reimbursement from a third party for travel expenses claimed on the ASU travel reimbursement, including any travel pre-payments ASU made to the traveler, must return those funds to ASU

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