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**Effective:** 3/1/2009

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## **ASU** FIN Manual Revision Notice\_

Policy	Summary of Changes
<p><a href="#">FIN 203</a></p> <p>Org Manager Responsibilities</p>	<p><b>Revision of Policy</b></p> <p>Revised to add “The monthly expense review should also include the use of the BPC dashboard, MyReports queries, or other resources as necessary to verify salary and/or wage expenses for each employee.”</p>
<p><a href="#">FIN 303</a></p> <p>Gift Deposits (Including Gift-in-Kind Donations) and Special Event Receipts with a Gift Component</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that for gifts-in-kind with a \$1 million or more donor provided appraisal, notification must be provided to the senior associate vice president for finance and deputy treasurer for ASU at which time a second appraisal at the department's expense may be required before the gift-in-kind is recorded on ASU's financial records and credited for fund raising goals</p>
<p><a href="#">FIN 504</a></p> <p>In-State Travel</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 505-01</a></p> <p>Out-of-State Travel Authorization</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 505-02</a></p> <p>Out-of-State Travel Reimbursement</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 507</a></p>	<p><b>Revision of Policy</b></p>

<p>Non-Athletic Team/Group Travel</p>	<p>Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 511</a> Receipts and Itemization</p>	<p><b>Revision of Policy</b> Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 512</a> Transportation</p>	<p><b>Revision of Policy</b> Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>
<p><a href="#">FIN 513</a> Insurance Coverage While in Travel Status</p>	<p><b>Revision of Policy</b> Revised to specify that a traveler renting a vehicle must attend defensive driver training before renting the vehicle</p>

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