

# Financial Services Manual (FIN)

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Effective: 3/1/2011



## FIN Manual Revision Notice\_\_

Policy	Summary of Changes
<a href="#">FIN 401-03</a> Prohibited Transactions	<b>Revision of Policy</b> Revised petty cash funds to change acquisitions costing more than \$500 per unit to \$100 per unit (except for Sponsored Project Cash Advances per <a href="#">RSP 503-02</a> )
<a href="#">FIN 420-03</a> Moving Expenses	<b>Revision of Policy</b> Revised to state that, for moves made on or after Jan. 1, 2011, the mileage rate for moving expenses will increase from 16.5 to 19 cents; and to change "Human Resources—Payroll" to "Payroll Services"
<a href="#">FIN 420-08</a> Out-of-State Employees—Authorization and Related Costs	<b>Revision of Policy</b> Paragraph deleted
<a href="#">FIN 421-01</a> Guest Lecturers, Consultants, and Other Independent Contractors	<b>Revision of Policy</b> Revised to update nominal payment amount from \$500 or less to less than \$600
<a href="#">FIN 512</a> Transportation	<b>Revision of Policy</b> Revised to update the validity of defensive driver training from three years to four years
<a href="#">FIN 513</a> Insurance Coverage While in Travel Status	<b>Revision of Policy</b> Revised to update the validity of defensive driver training from three years to four years
<a href="#">FIN 602</a> Wage and Salary Overpayments	<b>New Policy</b> New policy for wage and salary overpayments and subsequent repayment to ASU
FIN <a href="#">203</a> , <a href="#">401-01</a> , <a href="#">420-03</a> , <a href="#">420-05</a> Various policies	<b>Revision of Policy</b> Revised to change "Human Resources—Payroll" to "Payroll Services"

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