
Effective: 11/1/2008

ASU FIN Manual Revision Notice_

Policy	Summary of Changes
FIN 003 Definitions	Revision of Policy Revised to change the definition for “Travel Status” to a 50-mile radius from an individual’s residence instead of a 35-mile radius
FIN 105 Fiscal Year-End Closing	Revision of Policy Revised to replace deadline for Personnel Action Forms with Payroll Expense Redistributions and to add that appropriate vice president/vice provost/provost’s approval is required for long-term projects that are manually encumbered by Financial Services at year end; internal vendor CANON is added as an eligible vendor for prior year commitment encumbrances
FIN 122 Unrelated Business Income Tax	Revision of Policy Revised to add that ASU is required to file IRS Form 990-T to report unrelated business income
FIN 126 Private Use of University Facilities	Revision of Policy Revised to clarify that the Financial Services Web page contains a list of all ASU facilities indicating whether a facility has tax-exempt debt on it, and if so, the relative private-use capacity that is remaining
FIN 301-02 Deposits—ASU-Approved, Financially Related Organizations	Revision of Policy Revised to allow for the threshold amount to always be current by referring to the PUR manual when Purchasing and Business Services is required to approve a transaction
FIN 401-03	Revision of Policy

<p>Prohibited Transactions</p>	<p>Revised to prohibit the use of university-purchased bus or light rail passes to commute between home and ASU, or to any other locations when not on university business, and to include a link; clarify specific types of funds that cannot be used to purchase graduation caps and gowns</p>
<p>FIN 420-03</p> <p>Moving Expenses</p>	<p>Revision of Policy</p> <p>Revised to increase the dollar threshold for moving expenses requiring an RX to \$5,000; refer consistently to the “Employee Moving Expenses Reimbursement Worksheet” and the “Moving Expense Optional Information Sheet” forms</p>
<p>FIN 421-01</p> <p>Guest Lecturers, Consultants, and Other Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to add “presentations” to applicable professional services; to change the nominal payment limit from \$100 to \$500; to change the applicability statement for using the ASU Substitute W-9 and Vendor Authorization form; to add a reference to the Forms table, and to reorganize the Forms table; to state that “Prior approval from the tax services unit in Financial Services must be obtained before making any commitment to and/or final agreement with a consultant if the department anticipates total payments to the individual in a calendar year will exceed \$500,” and to state that “expenses may be documented using the Expense Reimbursement Form”</p>
<p>FIN 421-05</p> <p>Human Subject Payments</p>	<p>New Policy</p> <p>New policy to provide payments made to individuals who participate in research projects as a human subject</p>
<p>FIN 504</p> <p>In-State Travel</p>	<p>Revision of Policy</p> <p>Revised to prohibit the use of university-purchased bus or light rail passes to commute between home and ASU, or to any other locations when not on university business, and to explain how to document the use of passes for university business</p>
<p>FIN 511</p> <p>Receipts and Itemization</p>	<p>Revision of Policy</p> <p>Revised to state that parking privately owned vehicles at an airport is allowed only if the cost is less than shuttle fare to and from the airport</p>
<p>FIN 514</p>	<p>Revision of Policy</p>

Registration Fees and Other
Travel Expenses

Revised to add that airline charges incurred for a traveler's first checked baggage will be reimbursed with an original receipt; additional baggage charges require approval of the ATO, original receipt, and a written justification; clarify that "Travel Authorization" and "Travel Claim" are part of the "Travel Authorization/Claim" form

[FIN 702](#)

Scheduled Internal Audits

Revision of Policy

Revised to add "Arizona Board of Regents" to the approval required for the schedule for audits, and to specify the positions of "executive vice president and provost of the university" and "executive vice president and chief financial officer" as officers to be added to the Schedule of Audit Participants

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