Updates to Financial Management Operational Guidelines (FMOG)

FAR Meeting
July 24, 2019

Presenter – Lilian Man, Senior Policy Analyst
Updated FMOGs

Employee Awards, Gifts and Prizes NEW
Texas Prompt Payment Law
Travel Authorization
Grants and Contracts Accounting

FMOG home page:
http://www.utsa.edu/financialaffairs/fmogs/
Employee Awards, Gifts and Prizes

FMOG published

- Awards are taxable to employees, unless an exemption applies (e.g. *de minimis*)
- Approval:
  - Below $100: Assistant/Associate VP/Dean
  - $100 or more: VP/Dean/President
- Allowed vs disallowed funding
- Multiple *de minimis* awards within calendar year: Keep a log
- Updated Business Expense Form (BEF)

[https://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0705](https://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0705)
Vendor Holds

Payees with outstanding State debts:
• Will have a *hold* placed by the relevant agency
• Must first resolve the situation with the relevant agency before DTS can release payment
• FMOG section D. Vendor Hold Procedures

Texas Prompt Payment Law FMOG:
https://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0704
Travel to Washington DC

For Washington DC travel activities that involve obtaining/spending federal funds or that impact federal policy, attach a copy of the Texas Comptroller Office of State-Federal Relations notification to:

- The electronic Travel Authorization (TA)
- OR the Expense Report if an electronic TA was not processed timely

Travel Authorization FMOG:
https://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0901
Grants and Contracts Accounting

Facilities & Administrative Costs rates (September 1, 2018 to August 31, 2019):

- Organized Research — 49%
- Instruction — 50%
- Other Sponsored Activities — 36%
- Off campus — 26%

Grants and Contracts Accounting Practices FMOG

http://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0601
Rowdy reminders

Always obtain up-to-date documents online:

- FMOG page: [http://www.utsa.edu/financialaffairs/fmogs/](http://www.utsa.edu/financialaffairs/fmogs/)
- Forms: [https://www.utsa.edu/financialaffairs/forms.cfm](https://www.utsa.edu/financialaffairs/forms.cfm)

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