Updates to Financial Management Operational Guidelines (FMOG)

Office of Financial Affairs
FAR Meeting
May 2020
Senior Policy Analyst

Office of Financial Affairs  (http://www.utsa.edu/financialaffairs/)
Updates

1. Cash Handling
2. Travel to high risk areas
3. Travel Advances
4. Vehicle Mileage Reimbursement Rate
6. Cell Phone Allowance Exceptions
7. Off-Cycle Paychecks
8. Archived FMOGs
Cash Handling

Clarified cash receiving processes

• Use UTSA Marketplace to collect online payments
  • No need for POs
  • Avoid third-party gateway fees
  • No need to make physical deposits

• Use a network connection (not phone line) for credit card terminals

• Credit card charges for tuition-related revenue may be billed to the cardholder

Cash Handling and Management (Cash, Checks, Credit Cards) FMOG
Travel to high risk areas

Travel to Restricted Areas

• Before traveling to a potentially high risk area, consult the UTSA policy on travel to restricted regions
• Employees and students

Travel Authorization FMOG
Travel Advances

Clarified processes
• Cash Advances: Ensure the Travel Authorization (TA) encumbrance covers the Cash Advance $ amount
• Settlement: Link the Cash Advance to the Expense Report
• Multiple travel advances in a month → CLIBA card
• Travel Advance Request (TAR) form only required for advances over $10,000

Travel Advances FMOG
Vehicle Mileage Reimbursement

Reimbursement rate

• 57.5 cents per mile
• January 1 to December 31, 2020

Mileage/Parking Log for Travel Reimbursement Form
Monthly Financial Report Reconciliation

Section C. Reconciliation Process

• Certification Statement signatures: Electronic or physical
• If electronic signature: Use software (e.g. Adobe or DocuSign)
• Document retention: Electronic or physical

Monthly Financial Report Reconciliation FMOG
Cellular Phone Allowance

Exceptions

Exceptions require relevant VP approval (not VPBA approval)

HOP 9.49 Cellular Phones and Services
Off-Cycle Paychecks

FMOG now updated

Reminders:
• Off-cycle: Paper checks. Mailed
• Regular paychecks: If paper, are now mailed. Please encourage direct deposit

Off-Cycle Paychecks FMOG

Office of Financial Affairs
Archived / Retired FMOGs

- Auxiliary Enterprise Administrative Overhead Charge
- Tuition and Fees Process
- Reconciliation of Student Financial Data
QUESTIONS
Thank you!

The University of Texas at San Antonio

Financial Affairs

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