Updates to Financial Management Operational Guidelines (FMOG)

FAR Meeting
November 20, 2019

Presenter – Senior Policy Analyst
Updated FMOGs and forms

- Relocation Expense **NEW**
- Business Expense Form (BEF)
- Travel Advance Request (TAR)
- Invoice Form
- Grants and Contracts Accounting
- Off-Cycle Paycheck Request
Relocation Expenses

New FMOG codifying current rules
• Relocation payments are taxable
• Lump sum payment
• Approval: VP / Provost / President
• Must be in employment offer letter
  • Attach in eForm
• If paid in first paycheck: Submit and approve eForm by the 15th of the month prior

Relocation Expense FMOG
Business Expense Form

Updated BEF
- Employee gifts added
- Changes presented at the July FAR now published
- BEF is always required for employee gifts

Business Expense Form (BEF) (Internet Explorer)
Travel Advance Requests

Vice Provosts can approve manual Travel Advance Requests:

- Travel Advance Request form updated
- Only required for advances over $10,000
- Not Assistant/Associate Vice Provosts

Travel Advance Request (TAR) form
Invoice Form

Used if vendor has not provided invoice
• Requires supervisor approval
• Must match contract terms

Key updates:
• SSN and EID – no longer required
• PO and VP2 numbers – no longer required
Grants and Contracts Accounting

Facilities & Administrative Cost rates:

• Organized Research (NEW):
  • September 1, 2019 through August 31, 2020 — 49.5%
  • September 1, 2020 through August 31, 2021 — 50.0%

• Instruction (no change) — 50%
• Other Sponsored Activities (no change) — 36%
• Off campus (no change) — 26%

Grants and Contracts Accounting Practices FMOG
Off-Cycle Paychecks

- Paper checks only
- Checks will be mailed (pickup not available)
- Request form updated
- All paper checks are now being mailed; please encourage your student employees to sign up for direct deposit

Off Cycle Paycheck Request Form
Rowdy tips

How can our staff find FMOGs quickly and easily?
utsa.edu/financialaffairs

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