



FAR Meeting

January 30, 2019
BB 2.06.04

Moderator:
Diane Gomez, Financial Affairs Communications Manager

Veronica Mendez

Vice President, Business Affairs



Mileage Reimbursement Rate Increases to \$0.58

The maximum state mileage reimbursement rate for state employee travel in a personal vehicle will increase from **\$0.545 to \$0.58** per mile, effective **Jan. 1 to Dec. 31, 2019**.

This rate is consistent with the Internal Revenue Service's standard mileage rate.



Prepayment Approvals

- Request to approve a prepayment for amounts less than \$10,000.00 is **not** required
- **Exception:** State accounts require advance approval and the benefit be documented on any amount
- Prepayments less than \$10,000 - the expense is incurred in the fiscal year paid
- Prepayments amounts only \$10,000 or greater are recorded at fiscal year-end
- Prepayments are based on accurate services dates.
 - Therefore it is **critical** accurate service dates be entered on requisitions, non-PO and PO Vouchers

Airfare Class Approval Form

Additional signatures are now required prior to submitting the form to the Provost Office. Faculty must first obtain the approval of their department chairs AND deans.

APPROVALS		
(No permanent delegations allowed)		
Traveler Name: _____	Title: _____	
Signature: _____	Date: _____	
<i>--- Faculty must obtain the approval of both their Department Chair and Dean prior to requesting Provost approval ---</i>		
_____ Traveler's Supervisor	_____ Chair	_____ Dean
Vice President/Provost/President: _____	Title: _____	
Signature: _____	Date: _____	



FAR Survey to Be Distributed in February

Financial Affairs will survey FAR members on how we can improve our meetings.

Watch your emails for the survey in February.

We would appreciate your feedback!

Employee Self Service Direct Deposit and W-4

Remind employees how they can update their direct deposit and W-4 preferences.

If employees make changes by mid-month, they will see it reflected on the next month's check.

- [Direct deposit instructions](#)
- [W-4 instructions](#)



UTSA Financial Affairs

BRAVO AWARD

Each quarter, the BRAVO program awards outstanding performance by an employee or team by recognizing those who embrace and demonstrate the Business Affairs Guiding Principles in performing their jobs. These employees represent the spirit of the **BRAVO** program.

The UTSA community can nominate Financial Affairs staff — an individual or an entire team — for the award. All Financial Affairs staff members, including directors, are eligible for nomination.

For more details, and to submit a nomination form, [visit the BRAVO website](#).

UTSA[®]
Office of
Financial Affairs

utsa.edu/financialaffairs

Your Partner for Successful Solutions