



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>

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/>
- Forms: <https://www.utsa.edu/financialaffairs/forms.cfm>



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