

Updates to Financial Management Operational Guidelines (FMOG)

Office of Financial Affairs

FAR Meeting

May 2020

Senior Policy Analyst

Updates

1. Cash Handling
2. Travel to high risk areas
3. Travel Advances
4. Vehicle Mileage Reimbursement Rate
5. Monthly Financial Report Reconciliation
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](#)

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

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