



Updates to Financial Management Operational Guidelines (FMOG)

FAR Meeting
November 20, 2019

Presenter – Senior Policy Analyst

UTSA. Financial Affairs



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

[Invoice Form](#)

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?



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