



Date: July 5, 2007

To: All VSU Faculty and Staff

From: James L. Black, Vice President for Finance and Administration

RE: Fiscal Year 2008 Budget and Accounting Changes

The University System of Georgia System has mandated that several changes take place in the way we conduct budgeting and accounting in the System; these changes were effective July 1, 2007. A brief description of each of the policy changes and their effects on VSU faculty and staff is given below. In addition, there are some refinements to existing policies and a reminder. Please share this information with everyone in your department. Please note the links to the sections in the University System of Georgia Business Procedures Manual where you will find expanded explanations and examples which might be useful in understanding these changes.

***New* Policy on Commuting Miles**

Travel from Residence - If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, *with a reduction* for normal one-way commuting miles. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence *with a reduction* for normal one-way commuting miles. Exceptions include travel occurring on a weekend or holiday; mileage is calculated from the point of departure with no reduction for normal commuting.

Travel from Residence to Multiple Locations - Employees traveling from their residence to multiple locations in a given day for business purposes (i.e. clinical supervision) must deduct the *lesser of 1*) commuting miles to and from headquarters (campus) *or 2*) commuting miles to the first destination of the day and commuting miles from the last location visited to his/her residence. Miles traveled to obtain un-reimbursable meals cannot be claimed.

Please refer to the University System of Georgia Business Procedures Manual section 4.1.11 for more detailed information and examples: http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect19.pdf

***New* Candidate Travel Policy**

The Office of Academic Affairs may reimburse all expenses associated with candidate travel for faculty positions (interviewees). Candidate travel should be projected in advance and submitted for approval to the Office of Academic Affairs before arrangements are made. Reimbursement must follow the following guidelines:

- All lodging will be handled through the Office of Academic Affairs by the Assistant to the Vice President for Academic Affairs. Accommodations will be pre-arranged by Academic Affairs and are not subject to change except by that office (this arrangement allows for direct billing to the University). In the event there is no availability at the established location, maximum lodging reimbursement rates will be established and maintained by the Office of Academic Affairs.
- Candidates must pay for their own meals and incidental expenses and request reimbursement on a Travel Expense Statement for Non-Employees. Meal reimbursement will be made at the

allowable amount per Statewide Travel Regulations (<https://www.audits.state.ga.us/internet/nalgad/trvlpg.html>)

- Currently employed faculty and administrators shall not be reimbursed directly for meals associated with candidate visits.
- The University will not pay moving expenses.
- Other campus departments may reimburse expenses associated with candidate travel for positions reporting to the President's Cabinet as well as Deans and Department Heads, both Academic and Administrative. Expenses should be prudent and reasonable – if questioned, this shall be determined by the Vice President for Finance and Administration. Candidates must pay for their own meals and incidental expenses and request reimbursement on a Travel Expense Statement for Non-Employees. Meal reimbursement will be made at the allowable amount per Statewide Travel Regulations (<https://www.audits.state.ga.us/internet/nalgad/trvlpg.html>). Currently employed faculty and administrators shall not be reimbursed directly for meals associated with candidate visits.
- The Division where the position is budgeted is responsible for funding reimbursements for candidate travel or requesting funding through the University's Strategic Budgeting Process.

Refinement of Travel Reimbursement Policy

In order to meet Internal Revenue Service Accountable Plan rules and to ensure prompt reimbursement and clarity of accounting and audit trails, all travel reimbursement requests should be submitted for reimbursement within sixty (60) days of the completion of travel. Reimbursement requests received after 60 days of the completion of travel may be paid with Cabinet Level approval. However, payments made in this way could have adverse effects upon our Strategic Planning process.

***New* Account for Mileage**

The University System has also created new expense accounts for mileage to separate this cost from other travel and to more accurately track the effect of changing mileage rates and gas prices. This will affect the accounts we currently use as follows:

Account Description	FY 2007 Account	New Account for FY 2008
Travel Employees	6401xx	No Change
Travel Employees- Mileage	640120	6405xx
Travel Non-Employees/Student/Teams	6501xx	No Change
Travel Non-Employees/Student/Teams – Mileage	6501xx	6505xx

Refinement for Reimbursable Expense Account (Account 752100)

The reimbursable expense account 752100 should only be used for third party *reimbursable costs* (for example, when a consultant performing services also has travel expenses which will be reimbursed). This account should **not be used** for any travel or mileage related to interview candidates. Rather, interview candidates should be reimbursed using the Travel –Non-Employee accounts listed in #3 above.

Reminder on USG Group Meals Policy

The purchase of Group Meals is allowed when employees are not on travel status or otherwise eligible for the reimbursement of meals but when employees are required to remain at work during mealtime and in emergency situations. Expenses charged to this category (account 727700) should be rare and infrequent and must be pre-approved by the University President unless the meals occur during an emergency situation. Further, these expenses will be subject to audit each year. For more in-depth details, please refer to the University System of Georgia Business Procedures Manual http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect19.pdf section 19.7

I appreciate all you do to make each fiscal year a financial success and wish you a terrific Fiscal Year 2008.