

OUS Fiscal Policy Manual Summary of Changes

Summary of Changes to OUS Fiscal Policy Manual

FY 2012

ACCOUNTING AND REPORTING

[05.650 Accounting for Interfund Transactions](#)

6/6/12 - This policy has now been updated to reflect recent changes in the OUS process. This policy has already gone through the Policy Pending Review process and everyone has commented. All final changes have been made and approved. Senate Bill 242 has removed the E & G expenditure limitation so OUS is no longer required to report expenditures to DAS which means there is no longer a conflict between GASB financial statement reporting requirements and the State of Oregon budget reporting requirements. This change provided an opportunity to fully revise this policy. Major revisions to this policy include:

- The elimination of the policy pertaining to no transfers out of FT11
- Included financial statement eliminations in each type of Interfund transaction instead of in a separate section.
- Moved accounting treatment out of policy and into appendix, the end of each section links to the appendix for the section topic.
- We no longer use FT11 to record expenses of auxiliary enterprises.
- Policy allows for a phase in by institutions until July 1, 2013

- Some account codes will be terminated on June 30, 2013
 - 24901 – Designated Operations Fund Support
 - 24902 – Service Dept Support Chg
 - 09398 – Support for Desig Ops/Serv Depts

FRINGE BENEFITS

66.200 Moving Expenses

1/1/2012 – This update changes the standard mileage rate from .19 cents per mile to .23 cents per mile for use of an automobile as a part of a move for which the expenses are deductible. This change has been made on the “Moving Expense Summary Table – Effective 1/1/2012 in the OUS Fiscal Policy Manual on the “Fringe Benefits” section under the 66.200 Moving Expenses policy. It states that the “first .23/mile (effective 1/1/12) are non-taxable for reimbursement on move over 50 miles. Reimbursement for move of less than 50 miles is taxable.”

GENERAL OPERATIONS

[56.100 Non-travel Meals](#), Refreshments and Hospitality Expenses/.200 NON-TRAVEL MEALS AND REFRESHMENTS - A. HOSTED MEALS and .220 HOSPITALITY ALLOWABILITY

08/16/11 – These updates expand the allowability of paying for hosted meals and expenses for family member(s).

After review of the comments/recommendations regarding these changes, the Associate Vice Chancellor for Finance and Administration/Controller has approved these updates as originally sent out for comment. Further definition of family member(s) limits the flexibility to recognize diverse family situations.

PROCUREMENT & CONTRACTING

[70.200 Contractor Travel Reimbursements](#)

11/03/11 - These updates add a new restriction to the mileage for private vehicle so the contractor would not be reimbursed for mileage "unless one way trip exceeds 25 miles from origin to destination". It also adds a section on unallowed expenses for expenses such as laundry, cleaning and pressing of clothing, and fees/gratuities for services.

After review of the comments/recommendations regarding these changes, the Associate Vice Chancellor for Finance and Administration/Controller has approved these updates as originally sent out for comment.

RESEARCH AND SPONSORED PROGRAMS

[75.100 Section 1512 Reporting - Roles and Responsibilities](#)

05/14/12 – This policy update has been made to reflect recent changes in the OUS process for Recovery Act Section 1512 reporting. Recent changes to the reporting process transferred the responsibility of reporting from the State of Oregon Economic Recover Executive (ERET) to the institutions which are the prime recipients of the ARRA funds. The two appendices that are attached to this policy have also been updated.

TRAVEL

[95.100 Travel and Transportation Administration and Expenses/.150 DEFINITIONS](#)

05/01/12 - This update changes the private vehicle rate that is effective for travel on or after May 1, 2012. The private vehicle mileage rate has increased from 51 to 55.5 cents/mile. This update

has been made within the OUS Fiscal Policy Manual on the "Travel and Transportation Administration and Expenses" 95.100. You will see a new link under .710 with this date listed.

11/16/11 - The IRS has released updates to the high/low substantiation table we use to calculate OUS travel reimbursement rates to begin January 1, 2012. These updates have been made as new documents within the OUS Fiscal Policy Manual on the "Travel and Transportation Administration and Expenses" 95.100. You will notice under the Appendix .710 and .730 that there are now links for 2011 and 2012 rates.

08/16/11 – This update adds the definition of an Official Guest and expands allowability in employment recruitments to pay for the travel expenses of accompanying family member(s).

The Associate Vice Chancellor for Finance and Administration and Controller (Controller) has approved these updates as originally sent out for comment. One university had requested specific wording in this section relating to university foundation officials. The Controller is not comfortable specifically calling out foundation officials in the policy and believes that the wording is flexible enough for foundation officials to be allowable via the term 'dignitary guests' and/or the '...but not limited to...' language in the policy.