

Proposed CSM Financial Policy or Change to Financial Policy

Policy 1-6 Accountability and Capitalization of Equipment

- Allows for departments to sell or dispose of University property without sending to Correctional Industries;
- Clarifies responsibility when property is being disposed;
- Clarifies that University property cannot be donated to any entity.

Policy 2-8 Moving/House Hunting Expenses

- Limit reimbursement for pre-move house hunting trip to four days;
- Cannot be reimbursed for rental of personal items such as furniture, clothing, baby supplies;
- Limit reimbursement for transporting vehicles to two cars.

Policy 5 Travel

- Seating charges or early boarding charges less than or equal to \$25 are allowable;
- Airfare of \$1,000 or more shall be purchased through the University approved travel agency;
- When a Traveler arranges private lodging and meals (staying with friends/family) the Approving Authority may negotiate a special per diem rate for that period of travel. The rate negotiated shall be on a case-by-case basis and under no circumstance shall the negotiated rate exceed the established per diem rates for the place of travel. The Traveler shall not be reimbursed for any private lodging costs incurred.

Definitions

- New definition for Gratuities/Tips, maximum of 20% of the pre-tax purchase amount