

MASON RECEIVES EXPANDED FISCAL AUTHORITY

As part of a five-year pilot program, Mason has been provided further fiscal autonomy and flexibility relevant to some aspects of the Commonwealth Accounting Policies and Procedures (CAPP) Manual requirements.

The highlighted changes listed below are effective April 1, 2017.



Travel Changes

Designated Approver

- Flexibility in the electronic approval flow of travel authorizations and reimbursements is now possible with the use of an Authorized Approver. The Authorized Approver may be an individual in addition to or in lieu of the Supervisor.
 - Units may designate the Authorized Approver as the first-line approver.
 - Optional Approvers in the TRS may be ordered before/after the Authorized Approver/Supervisor.

International Travel

- The Authorized Approver/Supervisor may approve international travel. No additional state approval or review is required for international travel, including situations when more than three Mason employees are traveling to the same location/conference.
 - Travel requests must still be approved **in advance**.

Lodging Per Diem

- The Authorized Approver/Supervisor may approve lodging costs up to 200% of the standard guideline rate when circumstances and budget warrant. Justification must be provided. (Increased from 150%)
 - The Travel Request System will reflect this increase for all travel occurring after April 1, 2017.

Mileage Reimbursement

- Reimbursement for mileage at the higher personal rate is authorized when mileage is less than 280 miles per day. (Increased from 200 miles per day)
 - The Enterprise Calculator must be attached to the travel reimbursement if the per day mileage exceeds 280.

Purchasing Card (P-Card) Changes

- The P-Card single and/or monthly transaction limit may be temporarily increased for air travel when the unit's business needs require multiple tickets to be purchased at one time.

Other Disbursements

- Pre-payment of conference registrations fees may be made up to 180 days before the conference begins. (Increased from 90 days)
 - Conference registration is exempt from eVA purchasing and may be purchased with a Mason P-Card.

Additional policy information may be found at <https://fiscal.gmu.edu/policies>.

Quick guides and manuals are available at

<http://fiscal.gmu.edu/training/obtain-training-materials/>