

# MICHIGAN STATE UNIVERSITY

---

OFFICE OF THE CONTROLLER  
305 JOHN A. HANNAH ADMINISTRATION BUILDING  
TELEPHONE (517) 355-5020

EAST LANSING • MICHIGAN • 48824-1046

February 1, 1988

## MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads

FROM: Lowell E. Levi, Controller *LEL*

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated September 30, 1987 are enclosed. Pages of the sections referenced below should be substituted for corresponding pages dated earlier. The listing of section/page numbers and the appropriate dates that should be contained in an up-to-date manual has also been updated.

A brief explanation of the changes follows:

### VOLUME I

Introduction - Correction to title "Manual of Personnel Policies & Procedures."

Section 5 - Revised form "Application for Agency Account - Student Organization."

Section 15 - Additional instructions for Deposits, Cash Handling Policy and new details on Wire Transfers.

Section 25 - General reorganization of the section as well as updates to University Transportation, Initial Arrangements, and Authorization.

Section 45 - Revised explanations under items I, II, and VII.

Section 47 - Updates on documentation on the voucher and signature requirements.

Section 53 - More specific income tax details.

Section 55 - Overall update and reorganization of the section especially concerning determining employment status, independent contractors, appointment and hiring, Payroll processing forms, petty cash/cash advances, and final payments to terminated employees.

Section 70 - Overall revision and updates to section on new University travel policies and procedures regarding the corporate card, travel advances, the preferred travel agency, revised reimbursement chart and key cities.

Section 74 - Correction of form number for "Vendor Invoice Confirmation."

Section 75 - Revisions to the direct payment voucher preparation, restrictions, and routing; to the multiple check voucher preparation and routing; to the reimbursement voucher preparation and routing. An item was added on the Weekly Voucher Check Summary report and form.

Index - Page numbers updated.

## VOLUME II

Section 210 - Updates to Signature Digitization, Equipment Considerations, Equipment Repairs, and CICS Access Procedures.

Section 230 - Revisions to Surgery Facilities (fee), Animals (ordering/new form), Charges for Animals, Services and Materials (new form number 0-13433), Statements, and a new item on Training. Also revised was the Policies for Assignment of Animal Space by LACS.

Section 235 - Revised copy fee.

Section 236 - Changes in the Library's search rates.

Section 240 - Revision of number of labels and addition of item V. on changes.

Section 245 - Revisions to Qualifications of Drivers and Use of University Vehicles, Bus Service, Garage Service, Fuel Services, and Vehicle Safety Inspections.

Section 250 - Section has been rewritten and reduced to one page.

Section 255 - Labels added to Word Processing Services Section; Telecopier replaced with Facsimile Machine; changed from Xerox 9400 Copier to 9500 Copier housed in Office Services; whole section reformatted.

Section 260 - Update to Automotive Services, phone number corrected under Power and Water, changes in terminology under Paperwork Processing and Payment -- "scheduler" and "Work Control Center."

Section 265 - General Information -- changes in hours and phone number for the Graphics Studio. Also, updates to Photographic Services, Visual and Film Production, and Billing Statements.

Section 275 - Change of hours under General. "Traffic Office" changed to "FM Program Manager" under Services Offered.



Section 285 - Updates to Services Provided, also to Copy Centers and Statements. Addition of Coin-Operated Copy Machines and Facsimile Copier. Whole section was reformatted.

Section 290 - Minor revisions under Editorial and Design and Publications available.

Section 305 - Revisions to Stipends and Tuition and Fees.

Section 315 - Revisions to financial support and indirect costs under Sponsored Research.

Section 340 - Overall revision of the section beginning with item III.,A.

Index - Page numbers updated.

mt

Enclosures

MANUAL OF BUSINESS PROCEDURES  
VOLUME I

<u>PAGE</u>	<u>LAST UPDATE</u>	<u>PAGE</u>	<u>LAST UPDATE</u>
i.1 - i.2	9-30-87	40.1	9-30-86
TOC I.1 - TOC I.2	9-30-86	40.2 - 40.3	3-31-83
1.1	3-31-80	40.4	9-30-86
1.2 - 1.5	9-30-85	43.1	9-30-85
1.6	3-31-80	45.1 - 45.6	9-30-87
1.7	9-30-85	46.1 - 46.7	5-31-84
1.8	9-30-77	47.1 - 47.2	9-30-87
5.1	1-21-87	50.1 - 50.5	3-31-83
5.2	9-30-86	53.1 - 53.2	9-30-87
5.3 - 5.5	9-30-85	53.3	9-30-86
5.6	9-30-87	55.1 - 55.26	9-30-87
5.7	3-31-79	60.1	3-31-83
5.8	9-30-85	60.2	5-31-81
10.1 - 10.2	9-30-86	60.3 - 60.6	9-30-86
10.3 - 10.7	9-30-85	65.1	3-31-80
12.1 - 12.4	3-31-83	65.2 - 65.3	5-31-84
15.1 - 15.8	9-30-87	66.1 - 66.3	5-31-81
16.1	9-30-85	66.4 - 66.6	5-31-84
18.1 - 18.5	9-30-86	68.1 - 68.6	5-31-84
19.1 - 19.4	9-30-85	70.1 - 70.41	9-30-87
20.1	9-30-85	74.1	9-30-87
20.2	9-30-86	74.2 - 74.3	3-31-83
20.3	9-30-77	74.4	1-31-78
20.4	9-30-85	75.1 - 75.8b	9-30-87
20.5 - 20.6	3-31-80	75.9	9-30-86
20.7	5-31-84	75.10	9-30-85
25.1 - 25.7	9-30-87	75.11	9-30-86
30.1 - 30.3	5-31-81	75.12	9-30-87
35.1 - 35.17	9-30-86	IND I.1 - IND 1.4	9-30-87

## MANUAL OF BUSINESS PROCEDURES

### MICHIGAN STATE UNIVERSITY

#### Introduction

This Manual was compiled to assist individuals who have a need for information regarding proper University business procedures. All possible situations could not be covered in the limited space available; therefore, only generally applicable procedures are contained herein. Unusual problems should be referred to the department or administrative unit involved.

The Manual has been divided into two volumes each with a table of contents and an index. Volume I contains general accounting and business procedures; Volume II contains information on specific service areas and miscellaneous functions. Each table of contents lists the procedures by title in section number order. Each index lists subjects with the section and page number referenced. The pages of each individual section are numbered by section and by page, for example page 25.3 is the third page (xx.3) of Section 25 (25.x), Field Trips. This numbering system facilitates both referencing and subsequent revising.

Personnel procedures are specifically outlined in the following publications, published separately:

Non-Academic	"Manual of Personnel Policies and Procedures"
Academic	"Faculty Handbook"
Student	"Student Employment Manual"



MANUAL OF BUSINESS PROCEDURES

(Introduction Continued)

Information regarding obtaining medical treatment for work-related injuries is included in the Employee Benefit Programs section of the "Manual of Personnel Policies and Procedures" beginning on page W-1.

All users are encouraged to make suggestions for improving the Manual. Suggestions concerning procedures from Volume I should be directed to the Controller's Office, 305 Administration Building. Suggestions concerning procedures from Volume II should be directed to the department responsible.

The Controller's Office, 355-5020, should be informed of department name and location changes, so the manual updates, when distributed, will be sent to the proper office and location. If a department no longer needs a set of manuals (e.g., discontinued operations), the set should be sent to the Controller's Office for distribution to others.

Normal updates, revisions and additions are made annually. If a department wishes to change or add a procedure, it should send the revision or new procedure to the Controller's Office, 305 Administration Building, telephone 355-5020. Urgent changes and/or additions will be made through the year as deemed necessary. IT IS IMPORTANT THAT NO PROCEDURE BE CHANGED WITHOUT INCORPORATING IT IN THIS MANUAL.

MICHIGAN STATE UNIVERSITY  
APPLICATION FOR AGENCY ACCOUNT - STUDENT ORGANIZATION

Page: 5.6  
Date: 9-30-87

- 1) ACCOUNT NUMBER: \_\_\_\_\_
- 2) NAME OF ORGANIZATION: \_\_\_\_\_
- 3) PURPOSE OF THE ORGANIZATION: \_\_\_\_\_
- 4) What is the source of income? \_\_\_\_\_
- 5) Has this Organization ever had a University account? Yes(when)\_\_\_\_\_ No\_\_\_\_\_
- 6) Have any group members been associated with a student organization that has been closed within the last year? Yes\_\_\_\_\_ No\_\_\_\_\_
- If yes explain: \_\_\_\_\_
- 7) As OFFICERS of this organization we understand that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University account.
- 8) OFFICER/ADVISOR INFORMATION:(Please print or type all but signature)

_____	_____	_____	_____
TITLE	NAME		SIGNATURE
STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS
_____	_____	_____	_____
TITLE	NAME		SIGNATURE
STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS
_____	_____	_____	_____
TITLE	NAME		SIGNATURE
STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS
ADVISOR: _____			
NAME		SIGNATURE	
CAMPUS PHONE #	CAMPUS ADDRESS		

- 9) Have you received a copy of the rules governing agency account operation and do you understand them? Yes\_\_\_\_\_ No\_\_\_\_\_

\*\*\*\*\*

- 10) Verification of Organization registration and approval of request:

STUDENT ACTIVITIES OFFICE	_____
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES	DATE
CONTROLLER'S OFFICE	_____
	DATE

## CASH HANDLING

### I. RESPONSIBILITY

- A. Each department is responsible for the cash and checks it receives for the University. Funds may be received from sales of items, tickets, meals, etc.
- B. If funds are received and the department does not have a cash register to record sales, prenumbered receipt forms must be used. The only exception to this would be in the case where prenumbered tickets are sold.

### II. CASH RECEIPT FORMS

- A. The following forms are to be used for receipting transactions involving cash or checks:
  - 1. Uarco numbered receipt form for use in an Uarco machine. This form may be obtained from Stores, stock order #140-2814.
  - 2. For temporary or infrequent use, booklets of prenumbered receipt forms can be obtained from Stores, stock order #140-2483.

### III. DEPOSITS

- A. Departmental Deposit Receipt, form number CO-ca-45c (see sample, page 15.8) is to be used by a department to deposit money with the Cashier's Office, 110 Administration Building. This form may be obtained from Stores, stock order #140-2450. It should be prepared in the following manner:
  - 1. Prepare the deposit form in duplicate.
  - 2. The grid for "Description To Be Put On Ledger" should be completed with information to identify the deposit when it is reported on the fund ledger.



(Cash Handling Continued)

3. Account number(s) and appropriate revenue code(s) (see Section 65, Revenue Codes) must be indicated.
  4. Sign, address, date, and place phone number at the bottom of the deposit form.
  5. Total for the top half of the form must be identical to the total for funds being tendered (bottom half).
  6. All checks being tendered must be restrictively endorsed "for deposit only, Michigan State University" at the minimum and include the depositing department's name and account number (handwritten or by stamp) on the back.
  7. For a deposit consisting of four or more checks, an adding machine tape must accompany the checks. If no adding machine tape is available, a list of the check amounts and a total on a piece of paper is acceptable.
  8. Itemize checks, currency and coinage separately.
  9. All currency should be banded by denomination and coinage rolled where possible and must bear the name of the department or in the case of coin, name and address of the individual from whom the roll is accepted. These supplies may be obtained from Stores.
- B. If receipts are large, deposits should be made daily. The University has a contract with an armored car service that will make scheduled pick-ups of departmental deposits from a department on a per trip fee basis and deliver them to the Cashier's Office. For further information, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

(Cash Handling Continued)

- C. When receipts are infrequent or of a nominal amount (\$50.00 or less), departments should make deposits at least every two weeks. The funds must be accumulated in a secure place prior to making the deposit.
- D. The Cashier's Office, 110 Administration Building, is open from 8:15 a.m. to 4:15 p.m., Monday through Friday. For deposits at other hours, a department may use the night depository located at the front of the Administration Building.
- E. For all deposits, the Cashier's Office will validate the deposit and return the duplicate copy to the department for its records.

IV. CASH HANDLING POLICY

- A. Checks should be made payable to Michigan State University. If checks are received by mail, the senders should be notified in advance to make their checks payable as indicated above and to mail them to the attention of the department involved. Checks which have been made payable to persons or departments must be endorsed by the payee prior to deposit. All checks must be restrictively endorsed "for deposit only, Michigan State University" at a minimum, in writing or with a stamp when received by a department.
- B. Checks drawn outside the continental United States should be made payable to Michigan State University in U.S. funds payable through a U.S. bank. Any check drawn on a foreign bank not having a correspondent bank in the United States may be

(Cash Handling Continued)

returned for compliance with this policy. Any fees associated with the depositing of these checks will be charged to the depositing account number. Further information regarding the acceptance of checks drawn outside the U.S. may be obtained from the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

C. No personal check(s) in excess of the amount of the purchase should be accepted. Checks CANNOT be cashed at a department for the accommodation of the University faculty, staff or students. Persons responsible for handling University funds should, under no circumstances, cash personal checks from these funds.

D. ALL RECEIPTS MUST BE DEPOSITED WITH THE CASHIER'S OFFICE. Refunds or other expenditures must NOT be made from cash receipts. Large numbers of similar refunds can be made from petty cash funds obtained by the department for that purpose (see Section 60, Petty Cash Funds). Miscellaneous or infrequent refunds may be made through the use of a multiple check voucher or a direct payment voucher. In these instances checks will be mailed to the individuals.

V. OVERAGES AND SHORTAGES

All large or unusual overages/shortages or reconciling problems must be reported to the Office of the Controller on a timely basis.



(Cash Handling Continued)

VI. CASH CONTROL RECORDS

Daily records should be kept of the inclusive receipt or ticket numbers and the total amount for which the receipts were written or tickets sold. Deposits with the Cashier's Office should also reflect the inclusive receipt or ticket numbers and the total amount collected.

VII. RECEIPTS

The maintenance of a numerical file of all receipts is the responsibility of the department. Since all prenumbered receipts must be accounted for, all original copies of voided receipts should be stapled together and must be retained by the department. Copies of receipts are to be retained by the department and attached to the departmental copy of the deposit slip.

VIII. SECURITY

Funds should not be left unlocked or unattended and should be concealed from general view. Receipt records should not be kept with the funds received. The University has a contract with an armored car service that will make scheduled pick-ups of departmental deposits from a department on a per trip fee basis and deliver it to the Cashier's Office. For further information, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

IX. CHECKING ACCOUNTS

THE USE OF CHECKING OR OTHER BANK ACCOUNTS BY UNIVERSITY PERSONNEL FOR THE DEPOSITING OF UNIVERSITY FUNDS IS STRICTLY PROHIBITED.

(Cash Handling Continued)

X. CHECKS REFUNDED OR CANCELLED

A. Refunds from vendors or individuals - Occasionally departments have checks returned from vendors or individuals because of erroneous payments, the return of merchandise, or unfulfilled services. In such cases, departments can have the check redeposited into the account from which the original payment was issued by sending the check and a note stating the circumstances and the account number to the Accounting Department, 360 Administration Building. When applicable, a copy of the document authorizing the payment initially should also be attached.

B. Cancelled Checks - Checks drawn on an MSU account which a department wishes to cancel should be sent to the Accounting Department accompanied by a note stating the reason for the cancellation. The note must be signed by an authorized departmental signer. Valid reasons for cancellation are:

1. Wrong payee or amount.
2. Cancellation of the purchase or service the check was to cover.

Checks cannot be cancelled where there still exists a legal obligation to pay for services rendered. No refunds or cancellations will be credited to General Fund accounts in the current fiscal year for payments made or checks drawn in a previous year.

(Cash Handling Continued)

XI. WIRE TRANSFERS

The University accepts wire transfers of funds as payment of outstanding student and departmental debt. Wire transfers should be sent to the University's bank, Michigan National Bank, marked "for the account of the Board of Trustees, Michigan State University". The indicated ABA routing number should be 0720-0080-5, our account number should be listed as 1933-20986-6. Have the sending party indicate that the funds being wired are to be forwarded to the MSU Cashier's Office, by order of the individual/business who is to receive the credit, along with the department to be credited. Transfers coming from outside the United States may take as long as 10 days to be credited to the University's bank account. For further information, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.





## FIELD TRIPS

### I. GENERAL

- A. This section sets forth procedures for instructors of organized groups of students to schedule transportation for field trips in connection with a University program.
- B. The Board of Trustees has issued a policy that the cost of field trips, including the travel expenses of the instructor, MUST be paid by the participating students. Departments are not permitted to subsidize any portion of the cost of a field trip.

### II. UNIVERSITY TRANSPORTATION

- A. Buses, sedans, vans, station wagons and other vehicles are available for transportation.
- B. Qualifications of drivers must be in accordance with all laws and regulations of the Federal government, the State of Michigan and the stipulations of the Office of Risk Management and Insurance and the University Travel Regulations (Sec. 35 and 70).
- C. Employees (including graduate assistants) may drive University vehicles (except buses) on authorized University trips. Students (except graduate assistants) may drive only under conditions specified by the Office of Risk Management and Insurance (see Sec. 35, page 11).

### III. INITIAL ARRANGEMENTS

- A. Field trips should be planned far enough in advance of the departure date to enable the students to have the total estimated cost of the field trip paid to the Cashier's Office, 110 Administration Building, three (3) working days prior to the departure date. Field trip costs include:
  - 1. Transportation costs
  - 2. Travel expenses of instructor and instructor's aid, if any.
- B. The first step in scheduling a field trip is to furnish the Automotive Services Office (Motor Pool 353-5280) with the following information (see Sec. 245, Vol. II):

1. Type of vehicle(s) required
2. Date and time of departure
3. Destination
4. Date of return
5. Name of person to whom vehicle is to be assigned and/or person responsible for coordinating the field trip.

When University Motor Pool vehicles are not available for the date(s) requested, the customer will be offered the choice between leasing a vehicle from an off-campus source or using their personal automobile. Off-campus leases are arranged by the Motor Pool Office. Transportation estimates will be provided upon request.

- C. After arrangements have been made with Motor Pool, the following information should be furnished to the Field Trip Office, 110 Administration Building, 353-9175:

1. Name and department of person in charge of the trip
2. Date of departure and return
3. Destination
4. The number and type of vehicles
5. Estimated total cost given by Motor Pool
6. Total number of students expected to participate in the trip.

Upon receipt of the above information, the Field Trip Office will assist the person or department in charge in determining the fee to be paid by the students. The fee must be approved by the Field Trip Office prior to announcing the field trip arrangements to the class.

#### IV. ACCOUNT NUMBER

Any deposits or charges for field trips should be made to the "Field Trip" account (21-3207).

#### V. AUTHORIZATION

- A. The authorization form to use in requesting Motor Pool services is, "Request for Interdepartment Material or Service" (see Page 25.6). Forms may be obtained from General Stores (stock #140-2842).



- B. Type the form in triplicate. The description should confirm the telephone arrangements and indicate the estimated total cost.
- C. Send the original and one copy to the Field Trip Office. The department should keep a copy for their files. The Field Trip Office will review the requisition, approve it and forward it to Motor Pool.

VI. PAYING FOR THE TRIP

- A. Each student should be charged an amount such that the total collected from all students is sufficient to cover the estimated total cost of the trip (see III C above).
- B. Payment should be made by each student directly to the Cashier's Office. The "Field Trip Deposit Cards," (Form CO-ca-7a see page 25.7) should be used for this purpose and are available in the Cashier's Office. Field trip cards will be furnished for distribution within the class, if requested, by calling the Field Trip Office.
- C. Upon payment of the fee, the Field Trip card will be validated by the Cashier. One part is returned to the student as a receipt. The other part is furnished to the Field Trip Office for accumulating the total deposit.
- D. The Field Trip cards are to be used for payment of costs listed under item III A only. Expenses such as meals, lodging, etc., must be paid as incurred by participating students.
- E. The Field Trip Office will cancel a field trip if enough funds are not deposited. The Field Trip Office will notify the department or instructor three (3) working days prior to departure if there are insufficient funds on deposit to cover the cost of the trip. An additional one (1) working day will be allowed for students to pay the insufficient funds. If there are still not enough funds on deposit two (2) working days prior to departure, the trip will be cancelled. The Motor Pool or commercial company and the instructor will be notified of the cancellation.

VII. REFUNDS

- A. When the actual cost of a field trip is less than the estimated cost, refunds will automatically be made to the students for overcharges of \$2.00 or more per student. Amounts under \$2.00 per student will not be refunded.
- B. Refund checks will be mailed to the students within thirty (30) days from the date all charges are determined to have been received and the Field Trip Office has computed the amount of refund due each student.
- C. The Field Trip Office must be notified by the instructor in writing within fifteen (15) days of the announced field trip departure date, regarding any students entitled to a full refund because of an excused absence.
- D. Instructors should contact the Field Trip Office for instructions and procedures for any refunds.

VIII. COST GREATER THAN DEPOSITS

Departments will be responsible for paying field trip expenses incurred in excess of field trip deposits made.

IX. RESPONSIBILITY

- A. The person to whom the vehicle is assigned is responsible for the conduct of the participants during the field trip.
- B. The responsible person should terminate the trip at any time when in his or her opinion the conduct of the participants will detract from the public image of the University.
- C. Departments may be held responsible for costs incurred to repair damaged vehicles. Further information may be obtained from Motor Pool regarding the limit on the department's financial responsibility.

X. PRIVATE AUTOMOBILES

- A. Faculty and staff members may transport students on field trips in private automobiles and be reimbursed for car mileage from funds collected from the participants via the Field Trip Deposits.
- B. The University does not carry insurance for the protection of the driver of a privately-owned automobile who transports students. Injuries to passengers in a privately-owned vehicle are the responsibility of the vehicle owner.



**When this form used for Physical Plant services, please send two copies to the Physical Plant Department.**

[illegible]

Form No. **CASHIER'S COPY — FIELD TRIP Deposit Card**  
CO-ca-7a

Name \_\_\_\_\_  
Last Name First Name Middle Name  
Student No. \_\_\_\_\_ Deposit Required \$ \_\_\_\_\_  
Course \_\_\_\_\_ Instructor's Name \_\_\_\_\_  
Destination \_\_\_\_\_  
Departure Date \_\_\_\_\_  
Student \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Student Signature \_\_\_\_\_

MUST BE MACHINE RECEIPTED IN THIS SPACE TO BE VALID

Form No.  
CO-ca-7a

Name \_\_\_\_\_  
Last Name First Name Middle Name  
Student No. \_\_\_\_\_ Deposit Required \$ \_\_\_\_\_  
Course \_\_\_\_\_ Destination \_\_\_\_\_  
Departure Date \_\_\_\_\_  
Refund checks of \$2.00 or more per student will be mailed within 30 days  
after final costs of the field trip have been determined.  
**STUDENT'S COPY — FIELD TRIP Deposit Card**  
MSU is an Affirmative Action/Equal Opportunity Institution O-12015

MUST BE MACHINE RECEIPTED IN THIS SPACE TO BE VALID

EXPENDITURE POLICIES AND GUIDELINES  
FOR FOOD, LODGING AND BEVERAGES

I. GENERAL

The University has limited resources to carry out its mission of teaching, research and service. The University is held accountable by the people of the State of Michigan for wise and effective use of its resources.

It is with this understanding that the following policies and general guidelines were developed. While responsible discretion and judgement should always be used for expending University funds, particular caution should be exercised for these types of expenditures.

Under unusual circumstances, exceptions to this policy may be considered in advance by the appropriate Vice President. Such exceptions also require advance approval of the Vice President for Finance and Operations.

In order to carry out its academic and public service programs, the University constructed food service, lodging and conference facilities. Consequently, University programs and activities should be held in these facilities whenever possible.

II. BUSINESS FUNCTIONS

A. Staff participation should be limited to those persons required to conduct the business.



(Expenditure Policies and Guidelines  
for Food, Lodging and Beverages continued)

- B. Campus facilities shall be used unless otherwise required by business necessity which must be documented on the voucher. Tips are limited to 15 percent of the bill.
- C. Business functions may be held in other cities if it is more feasible for business and economic reasons. These reasons must be documented on the voucher.
- D. University funds may be used for luncheons to meet with University personnel if the luncheon is necessary to conduct University business. It is not general practice for persons within the same organizational unit to use University funds for luncheons. Names of guests and the purpose of the meeting must be on the voucher or supporting documents.
- E. In meetings with non-University faculty and staff, cost of alcoholic beverages can be reimbursed under the University policy relating to alcoholic beverages (see item VIII).

(Expenditure Policies and Guidelines  
for Food, Lodging and Beverages continued)

III. RECRUITING MEALS

- A. Campus facilities shall be used.
- B. Alcoholic beverages may be reimbursed under the University policy covering alcoholic beverages (see item VIII).
- C. Reimbursement for meals should include only the principal people involved in the decision-making process. Generally, reimbursement will not be made for entire departments or large numbers of staff.
- D. Meals for spouses of the principal staff responsible for the recruiting will be reimbursed when the spouse of the candidate is present.

IV. RETREATS, WORKSHOPS, COMMITTEE AND FACULTY MEETINGS

A. Retreats

- 1. Retreats may be held for academic or University business purposes with prior approval of the Dean or Vice President.
- 2. When the majority of participants are campus based, campus facilities shall be used. There may be circumstances for groups such as Extension personnel to meet in a more central location for convenience and economic reasons.

(Expenditure Policies and Guidelines  
for Food, Lodging and Beverages continued)

3. Alcoholic beverages will not be reimbursed.

B. Workshops, Committee and Faculty Meetings

1. Campus facilities shall be used for these purposes.

Reimbursement shall generally be limited to rolls  
and nonalcoholic beverages.

V. RETIREMENT AND GOING-AWAY RECEPTIONS

A. The University provides an annual retirement function for all employees who qualify. In addition, a reception may be held for any employee who retires or terminates from the University providing that the employee has 15 years or more of service with the University.

B. The reimbursement from University funds shall be limited to modest hors d'oeuvres and nonalcoholic beverages.

VI. OTHER RECEPTIONS FOR EMPLOYEES AND SPOUSES

A. Campus facilities shall be used.

B. The reimbursement from University funds shall be limited to modest hors d'oeuvres and nonalcoholic beverages.

C. Allowed once per fiscal year per college.

D. Not more than two hours of scheduled University hours may be used for this type of function.



(Expenditure Policies and Guidelines  
for Food, Lodging and Beverages continued)

VII. OTHER

- A. Other functions (e.g. birthday parties, going-away functions), gifts and cards are personal and nonreimbursable from University funds.

VIII. ALCOHOLIC BEVERAGES

- A. Alcoholic beverages may be charged to conference accounts when reimbursement is made by participants or sponsors of the conference.
- B. Reimbursement for alcoholic beverages is limited to recruiting and business functions involving nonemployees of the University.
  - 1. Alcoholic beverages must be purchased and served through licensed establishments. There will not be any reimbursement for bulk purchases or use of home entertainment.
  - 2. All vouchers which include alcoholic beverages must have the signature of the appropriate Dean or Vice President.
  - 3. All bills which include alcoholic beverages must be charged to a gift (discretionary) account maintained by the Dean or Vice President.

A bill such as a restaurant check, which includes alcoholic beverages should be charged to the gift account in its entirety. Departments desiring to

(Expenditure Policies and Guidelines  
for Food, Lodging and Beverages continued)

charge alcoholic beverages only to gift accounts  
should obtain separate billings.

All other bills or portions of a voucher that do  
not contain alcoholic beverages may be charged to  
the appropriate fund and account.

MEMBERSHIP DUES

- I. UNIVERSITY POLICY - The University recognizes that memberships in professional organizations and associations may benefit faculty and staff members when carrying out their respective University responsibilities. Because of limited resources to carry out the mission of the University, funds are not available to pay all the numerous and various membership dues.

In view of the above, one of the following criteria must be met before membership dues to professional organizations or associations will be processed for payment USING A DIRECT PAYMENT VOUCHER ONLY.

- A. The payment of dues can be for an institutional membership and not on behalf or in the name of an individual faculty or staff member.
- B. Occasionally, it is necessary to pay nominal membership dues in order to obtain needed subscriptions. When subscriptions are for departmental use, the membership may be in the name of the chairperson or director of the department or school. Membership dues which are a substantial portion of the combined cost of membership and subscription will not be paid.
- C. The Medical Service Plan may continue to pay membership dues for MSP members as authorized by the respective college and/or department in accordance with provisions of the Plan.



(Membership Dues continued)

- D. Under special circumstances, subscriptions or combined membership-subscription dues may be allowed on an annually-approved basis if essential to a specific research project. This information must be documented on the voucher. The voucher requires approval of the unit administrator and the dean (not authorized designates).
  
- E. If a membership in an organization is necessary and essential to an employee in performing the duties and responsibilities of their jobs, a memo explaining the job relatedness must be attached to the voucher. The memo and voucher must be approved by the unit administrator and the dean.

## MOVING EXPENSES

### I. ELIGIBILITY

Faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 35 miles to the MSU work location. Reimbursement for actual moving expenses is not an entitlement; in all cases, it is an option to be agreed between the unit administrator(s) and the prospective faculty/staff member.

### II. AMOUNT

Up to \$5,000 with the recommendation and approval of chairpersons or directors and deans. Amounts exceeding \$5,000 must be approved by the Provost (or designate) or the Vice President for Finance and Operations (or designate). A college/division may establish a more restrictive moving expense policy.

### III. PAYMENT

Reimbursement of actual moving expenses will be paid on a blue labor time card, chargeable to a general fund labor or appropriate non-general fund account. The employee's department must complete an IRS Form 4782 (see sample of form on Page 53.3), Employee Moving Expense Information, which may be obtained from the Payroll Department. This form shall be

(Moving Expenses Continued)

forwarded to Payroll with the time card. Payroll will be responsible for mailing the original copy to the employee as provided by law. Actual receipts and documentation for expenses should be maintained by the department. The new employee should be processed for payroll purposes, which includes providing Payroll with a completed Form W-4 and the employee's social security number as it appears on the social security card.

Because tax laws provide that moving expenses must be included in the employee's gross income as compensation for services, taxes will be withheld on all amounts paid. This includes federal withholding tax, state withholding tax, and FICA tax, the total of which approximates 32%. If the employee's moving expenses are deductible and the employee itemizes expenses on Schedule A when filing an annual tax return, the employee may receive a refund of the federal tax withheld. Since some moving expenses are not deductible or may have limitations for tax purposes, the employee should be advised to check with a tax accountant, tax attorney, or to refer to the tax laws if such information is desired.



PAYROLL DEPARTMENT

I. DETERMINING EMPLOYMENT STATUS - EMPLOYEE VERSUS INDEPENDENT CONTRACTOR

A. Employee

1. Every individual performing services for the University and compensated by the University is presumed to be an employee unless she/he can meet the criteria of independent contractor status (discussed in item I.,B.). Generally, every individual who performs services that are subject to the will and control of the University, as to both what must be done and how it must be done, is an employee. It does not matter that the University allows the employee considerable discretion and freedom of action, as long as the University has the legal right to control both the method and the result of the services.
2. University policy requires that the following workers be compensated as employees:
  - a. Anyone teaching a course for credit.
  - b. Generally, anyone teaching a noncredit course of more than five sessions during one term. (A session can be of any length of time up to and including a full day.)
  - c. Anyone currently employed by the University who performs additional services outside his/her regular job description (discussed in item VI.,B.,2.).
  - d. Anyone currently enrolled as a University student.
3. The status of any worker not falling into one of the above categories must be evaluated based on the Internal Revenue Service common law rules for distinguishing between employees and independent contractors.

B. Independent Contractors

1. The general rule of thumb is that an individual is an independent contractor if the University has the legal right to control or direct only the result of the work and not the means and methods of accomplishing the result. Generally, independent contractors hold themselves out in their own names as self-employed and make their services available to the public.
2. Examples of individuals who might meet the criteria for independent contractor status include:
  - a. Guest performers or artists who otherwise are not affiliated with the University.

(Payroll Department Continued)

- b. Guest speakers or guest lecturers brought to the University for very short durations because of their expertise.
3. See item V.,B. (page 55.15) for instructions for processing independent contractors.

II. UNIVERSITY PAYROLLS

A. Pay and Pay Dates

1. Academic and salaried nonacademic employees - Employees under these classifications are paid on a monthly payroll ending the last day of the month. Paychecks are distributed on the last working day of the month.
2. Graduate Assistants - Graduate assistants are paid on a monthly payroll ending on the 15th of the month. Paychecks are distributed on the 15th of the month or on the last working day before the 15th.
3. Hourly employees - Hourly employees, which include clerical-technical, are paid on a biweekly payroll. Paychecks are distributed on the Friday following the pay period ending Sunday night.
4. Student employees - Student employees are paid in the same manner as hourly employees except that the student payroll date falls on alternate weeks.

B. Information Required for Payroll Processing

1. Form W-4, Employee's Withholding Allowance Certificate
  - a. Form W-4, Employee's withholding Allowance Certificate, must be filed by every employee (see sample, page 55.20). Federal law requires that the employee complete the form in its entirety. If an employee does not complete a Form W-4, withholdings will be taken from the employee's earnings at the highest withholding rate (i.e., single marital status, zero exemptions).
  - b. The employee must file a new Form W-4 each time the employee wishes to increase or decrease the number of exemptions claimed or to have additional amounts withheld per pay period.
  - c. Forms W-4, as well as information for determining withholding allowances, are available in the Payroll Department, Office of the Controller, 350 Administration Building.



(Payroll Department Continued)

- d. Employees wishing to file a Form CW-4, Withholding Certificate for City Income Tax, may do so in the Payroll Department (see sample, page 55.21).

2. Verification of Social Security Card Information

All University employees must present a valid social security card at the time they are processed for employment in order to be paid. The University is required by federal law to pay its employees under the exact name and number that appear on the social security card. Because of this requirement, the Payroll Department cannot release an employee's paycheck until the information on the social security card has been verified. A military draft card is the only document that will be accepted in place of a social security card.

3. Nonresident Alien Employees

- a. Nonresident alien employees who are not students should present their visas in the Payroll Department to determine if they may be eligible for exemption from federal, state and/or FICA withholding taxes.
- b. Changes in residency status should be reported to the employing department and processed through the appropriate personnel office. The employee also should bring the appropriate documentation of change in residency status to the Payroll Department to change his/her tax withholding status.

- C. Optional Forms

1. Direct Deposit Authorization

Employees may have their paychecks directly deposited into personal checking or savings accounts by completing the Direct Deposit Authorization card (see sample, page 55.22). Employees who desire this service should also contact the financial institution and advise them that their paychecks are to be direct deposited.

2. U. S. Savings Bonds

Payroll deductions for United States Savings Bonds are available at the request of the employee. Authorized payroll deduction cards must be signed by the employee and filed in the Payroll Department.

3. Earned Income Credit Advance Payment Certificate



(Payroll Department Continued)

Employees eligible for the earned income credit (EIC) may either receive it on their tax returns or in advance payments during the year. Those who want to receive the credit in advance must file Form W-5 (Earned Income Credit Advance Payment Certificate) with the Payroll Department, 350 Administration Building. To qualify for the credit, employees must expect their income (including spouse's income, if married) to be less than \$18,566 for 1988 and meet other eligibility requirements. Eligible employees who do not file Form W-5 will still get the full benefit of the EIC on their annual tax return. Eligible employees must file a new Form W-5 each year.

4. Employees wishing to participate in employee benefit programs such as retirement, health, accident and life insurance, etc., should contact the Staff Benefits Office.

D. Appointment and Hiring

1. Academic Appointments

All academic appointments are processed through the Office of Planning and Budgets. Each academic employee is required to complete Form W-4 and to present a valid social security card for verification of name and social security number. If Form W-4 and social security number verification are not submitted by the department, the employee must complete this information in the Payroll Department, 350 Administration Building. Departments are requested to notify new staff members of this requirement.

2. Salaried Nonacademic and Hourly Employees

All employees under these classifications are processed by the Personnel Department, where the required forms are completed and forwarded to the Payroll Department.

3. Graduate Assistant Appointments

All graduate assistants must be registered in order to hold an assistantship and be paid on the graduate assistant payroll. If Form W-4 and social security number verification are not submitted by the department, the employee must complete this information in the Payroll Department, 350 Administration Building. Departments are requested to notify new graduate assistants of this requirement.

(Payroll Department Continued)

4. Student Employees

- a. All University students compensated for services rendered must be paid through the Payroll Department. Direct Payment Vouchers or other payment mechanisms should not be used.
- b. Departments are responsible for obtaining the completed Form W-4 and for verifying social security information and must submit the information to the Student Employment Office, together with the Student Employment Application, Form Z27D0010 (Stores stock order #140-2578). For further details on hiring student employees, see the Student Employment Manual prepared by the Student Employment Office.
- c. University student employees retain their student status between terms until the degree sought is obtained.

E. Forms Required for Payroll Processing

1. Academic, Graduate Assistants, Salaried Nonacademic, and Clerical-Technical
  - a. Payrolls are prepared automatically from appointment and personnel forms/reports.
  - b. Departments are responsible for reconciling all employees' time. Any factors that would alter an employee's compensation, such as termination, leave without pay or days lost without pay, should be reported to the appropriate personnel office immediately.
2. Hourly Employees (excluding Clerical-Technical)
  - a. Form Required - "Daily Time Record" card (see sample, page 55.23).
  - b. Preparation of Form
    - 1) The first time card submitted for an employee must have the complete name, social security number, account number, department, and rate. The name must be the same as it appears on the employee's social security card. After an initial time card has been submitted for an employee, a prepunched time card will be returned to the department for submission with



(Payroll Department Continued)

the next payroll. The department should review the prepunched information and make any necessary corrections on the time card. DO NOT write any information above the heavy black line.

- 2) Record the detail hours or days worked. Fractional hours are to be rounded to the nearest tenth of an hour. For example, 3 hours and 24 minutes should be recorded as 3.4 hours.
- 3) Add hours or days for the pay period and enter the total under "Total for Period" and "Time."
- 4) Check the "Unit of Time," insert the rate and compute the gross earnings in the gross amount block (omit dollar signs). Complete the "From" and "To" dates in the pay period block.
- 5) The time card must have the handwritten signature of the unit administrator.

3. Student Employees

- a. Form Required - "Student Payroll Card" (see sample, page 55.24).
- b. Preparation of Form
  - 1) Preparation of student employee time cards is the same as for hourly employee time cards except that the student number is used rather than the social security number.
  - 2) University student employees must be enrolled and attending classes to be eligible for payment. To insure that students are enrolled, the time cards are compared to the Registrar's current enrollment records. For this reason, the name and student number on the time card must be exactly the same as it appears on the Registrar's record. Students who have gained employment by assuring the department they will enroll must enroll promptly or be terminated.



(Payroll Department Continued)

F. Rate of Pay

1. Academic

- a. Rate of pay is determined from the appointment form.
- b. Rate changes are made on the basis of new appointment forms or "Change of Status Recommendation" forms and must be approved by the Provost and Board of Trustees.
- c. The forms are available in the Provost's Office.

2. Graduate Assistant

- a. Rate of pay is determined from the appointment form.
- b. Rate changes are made on the basis of an amended or new appointment form.
- c. The forms are available in the Provost's Office.

3. Salaried Nonacademic Employees - Rate of pay is approved and provided to the Payroll Department by Personnel.

4. Hourly Employees - Rate changes for hourly employees are approved by the Personnel Department and forwarded to the Payroll Department. Time cards should not reflect a new rate until it has been approved and the Payroll Department has a record of the change.

5. Student Employees - Job classification and grade level must be reported to the Student Employment Office using the "Student Employee Change of Status" form (see "Student Employment Manual" prepared by the Student Employment Office).

G. Deadline for Submitting Payroll Information and Changes

1. Time Cards

- a. Biweekly pay periods for hourly and student employees end on Sunday at midnight. Payroll time cards for hourly employees, excluding clerical-technical, must be delivered to the Payroll Department by 10:00 a.m. the following Monday morning. When a short week occurs, specific instructions will be issued by the Payroll Department regarding the deadline.

(Payroll Department Continued)

- b. Time cards received after 10:00 a.m. on Monday will be held and processed with the next biweekly payroll.
2. Employment data information for salaried employees must be received in the Payroll Department on or before the 15th of the month in which the employee is to be paid in order for the Payroll Department to process the employee's check with the current payroll.
3. Employment data information for graduate assistants must be received in the Payroll Department on or before the 1st of the month in which the employee is to be paid in order for the Payroll Department to process the employee's check with the current payroll.
4. Except for salary direct deposit authorizations, all changes in exemptions, payroll deductions and direct deposit authorizations must be processed according to the above dates to be effective with the current payroll. Salary direct deposit authorizations must be processed by the first working day of the month preceding the pay date to be effective with the current payroll.

H. Distribution of Checks

1. Direct Deposit

- a. Salaried employees may have their checks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form. (See sample, Page 55.22.) This form may be completed at the Payroll Department, or at the MSU Credit Union for direct deposits at that institution.
- b. Checks for these employees will be deposited in their bank accounts on the morning of payday. The employee will receive a "Direct Deposit Notification" showing gross pay, itemized deductions and net pay.
- c. Direct deposit may be discontinued if the Payroll Department has received the notice for salaried employees by the first day of the month preceding the paydate, and for hourly employees by the Monday preceding the paydate.



(Payroll Department Continued)

- d. Graduate Assistants and employees paid on the biweekly labor payroll also may have their paychecks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form. However, the financial institutions available for direct deposits are limited to eight (8) local banks. A listing of these banks is available in the Payroll Department.
- e. Direct deposit service currently is not available to employees paid on the biweekly student payroll.

2. Distribution to Departments

- a. Checks are picked up by the Campus Mail Service for delivery to the departments.
- b. Checks or Direct Deposit Notifications should be handed directly to the payee or placed in sealed envelopes for delivery by a designated employee.
- c. Payroll checks which must be cancelled and rewritten due to any of the following reasons should be delivered immediately to the Payroll Department, 350 Administration Building:
  - 1) Late termination.
  - 2) Leave of absence without pay.
  - 3) Too many hours on Student or Hourly.
  - 4) Students paid on incorrect student numbers.
- d. Payroll checks not delivered to employees within ten days should be returned to the Payroll Department with a memo indicating the reason why the employee did not receive the check. The Payroll Department will attempt to locate the employee and deliver the check.

I. Check not Distributed with Regular Payroll

- 1. Checks will be held in the Payroll Department and not distributed on payday for the following reasons:
  - a. The Payroll Department has not received verification of the employee's social security number.
  - b. The various personnel offices may have employees' checks held for the following:

(Payroll Department Continued)

- 1) The employee is not authorized to be paid on the submitted account number.
  - 2) INS Form I-9 information has not been completed.
  - 3) A student employee is not currently enrolled. Note that student employees who were enrolled during Spring term and expect to be enrolled during Fall term may work Summer term without being enrolled.
2. When a paycheck is held, a "hold notice" is sent in lieu of the paycheck. The hold notice explains why the check was held and how the employee may obtain its release.

J. Checks Not Prepared with Regular Payroll

1. A check may not be prepared due to the following reasons:
  - a. Employment data for nonhourly employees was received in the Payroll Department after the processing deadline.
  - b. Hourly or student employee time cards were received after the processing deadline.
  - c. Student employee was not registered for the current term or student authorization was not properly completed.
  - d. Graduate assistant was not registered for the current term.
2. Once the required information and processing are completed, a payroll cash advance (for students and graduate assistants) or petty cash check may be obtained per the guidelines below.

K. Payroll Petty Cash Checks and Cash Advances

1. Petty Cash Checks - Employees failing to receive a check on the expected paydate may obtain a petty cash check for wages earned. An appointment form, approved personnel information, or authorized time card must be on file in the Payroll Department before a petty cash check can be issued. Because of required processing time, a petty cash check generally is available to an employee 24 hours after the request is received by the Payroll Department. Due to payroll processing deadlines, the following schedule applies to issuance of petty cash checks:



(Payroll Department Continued)

- a. Salaried employees may request a petty cash check until the 15th of the month following the month in which they did not receive an expected check.
  - b. Graduate assistants may request a petty cash check until the last day of the month in which they did not receive an expected check.
  - c. Hourly, clerical-technical, and student employees may request a petty cash check on payday through Thursday of the following week.
2. Payroll Cash Advance - Graduate assistants and students failing to receive a check on the expected pay date may obtain a payroll cash advance for a portion of the net amount earned. A request for a payroll cash advance should be made in person at the Payroll Department on or after the regular pay date. An appointment form, approved personnel information, or authorized time card must be on file in the Payroll Department before a payroll cash advance can be issued. Each employee must show identification. The deadlines for issuing payroll cash advances are the same as those for petty cash checks.

If all requirements are met, the Payroll Department will issue a cash advance card, which must be taken to the Cashier's Office, Room 110, Administration Building, and cashed on the date of issue only.

L. Final Payments to Terminated Employees

1. Academic Employees

- a. When an employee terminates employment prior to the ending date of his/her appointment, the employing department must process the required documents for termination through the Office of Planning and Budgets. The Payroll Department is notified of terminations for academic employees by the Office of Planning and Budgets. To avoid an overpayment to the employee, the termination notification should be submitted in sufficient time to allow processing by the Office of Planning and Budgets and the Payroll Department.

(Payroll Department Continued)

- b. Sailing Permits - All nonresident alien employees leaving the United States, except for students on an "F" visa, must present a certificate of compliance ("sailing permit") at the place of departure from the United States. A letter from the chairperson of the employing department should be sent to the Payroll Department, stating that the employee is leaving the country, the date through which the employee is to be paid, and when the final paycheck is to be released. The Payroll Department will then prepare the final paycheck and sailing permit for pick-up by the employee or a representative from the employing department.

2. Nonacademic Employees

- a. The employing department must submit a Personnel Action Notice (PAN) form to the Nonacademic Personnel Office when an employee terminates employment. Information to be submitted with the PAN form includes the last day worked, number of hours worked on the last day, effective date of termination, vacation balance, and any absences not reported on the most recent attendance report. The Payroll Department is notified of terminations by the Nonacademic Personnel Office. To avoid overpayment to the terminating employee, it is important that the PAN form be submitted in sufficient time to allow processing by the Nonacademic Personnel Office and the Payroll Department.
- b. Nonacademic Personnel should be notified by the employing department when a terminating employee requests a final paycheck prior to the scheduled pay date. Nonacademic Personnel will then notify the Payroll Department that a final paycheck has been requested. Any final paychecks released prior to the scheduled pay date should be picked up in the Payroll Department by a representative from the terminated employee's department.

M. Record of Hours Worked Requirement

1. The Fair Labor Standards Act requires that a record of hours worked be maintained for all nonexempt employees. Faculty, specialists, and executive managers are exempt under the law. Professional and supervisory staff at the 05 level or above are treated as exempt employees. All other employees are nonexempt.
2. Payroll time cards are appropriate records for student and hourly employees.



(Payroll Department Continued)

III. FICA WITHHOLDING INFORMATION

- A. Graduate assistantship stipends are not subject to FICA taxes.
- B. Student employees generally are not subject to FICA taxes. However, student employees who work during summer term and are not enrolled will have FICA taxes withheld from their wages.

IV. CHANGES IN NAME AND/OR ADDRESS AND CORRECTION OF SOCIAL SECURITY NUMBER ERRORS

A. Change of Name

1. Nonacademic Employees

- a. The name of an employee on the payroll records must be the same as the name indicated on the employee's social security card.
- b. Name changes must be processed through Personnel by the employee's department on the Personnel Action Notice (PAN). Name changes cannot be made on payroll records (including changes of name on prepunched time cards) until a copy of the changed social security card has been submitted to Personnel to change the employee's records.

2. Academic - Academic personnel must communicate changes in name by an Address Information Notice (AIN) to the Academic Personnel Records Office. The AIN should be accompanied by three copies of the employee's social security card. The Academic Personnel Records Office will forward one copy of the social security card to the Payroll Department and one copy to the Office of Planning and Budgets to change the employee's name in these areas.

3. Students - Students must make name changes at the Registrar's Office, 150 Administration Building. In addition, a copy of the social security card with the corrected name should be sent to the Payroll Department.

4. Graduate Assistants - Graduate assistants must make name changes at the Registrar's Office, 150 Administration Building. In addition, a copy of the social security card with the corrected name should be sent to the Payroll Department.

(Payroll Department Continued)

5. Changing Forms W-4 - Every employee who changes his/her name also must submit a new Form W-4, Employee's Withholding Allowance Certificate (see sample, page 55.20) and, if applicable, a Form CW-4, City Income Tax Withholding Certificate (see sample, page 55.21) to the Payroll Department.

B. Change of Payroll Address

1. Current Employees - Faculty and staff addresses are input into the payroll system from the faculty/staff address system. The change should be made through the employee's department. The Personnel Action Notice (PAN) for nonacademic employees or the Address Information Notice (AIN) for academic employees should be used. Graduate assistant and student address changes should be made at the Registrar's Office, as they are input into the payroll system from the Registrar's address system.
2. Terminated Employees - Employees who have terminated and wish to have their Form W-2 sent to an address other than the one on file at the time of termination should contact the Payroll Department to change the address to which the Form W-2 is to be sent.

- C. Correcting Errors in Social Security Number - If an error in a social security number is found on any earnings information from the University, the employee should take or send a copy of the social security card to the appropriate personnel office to have the number corrected. The employee also should send a copy to the Payroll Department so correction of the employee's earnings records can be made with the Social Security Administration.

V. INDEPENDENT CONTRACTORS

A. Determining Independent Contractor Status

1. See item I.,B. for the general definition and examples of independent contractors.
2. When the status of a worker cannot be determined from the guidelines in items I.,A. and I.,B., questions on determining whether the worker is an employee or independent contractor should be addressed to Accounts Payable, 353-2011.



(Payroll Department Continued)

B. Procedures for Payments to Independent Contractors

1. Payment to an independent contractor must be processed through Accounts Payable, Room 360, Administration Building, on a direct payment voucher.
2. The independent contractor's home address and social security number must be shown on the direct payment voucher. The Internal Revenue Service requires that the University report these payments at the end of each calendar year on Form 1099-MISC, Miscellaneous Income.
3. Supporting documentation must be provided with the direct payment voucher. Documentation should include a full description of the services rendered, including the dates the services were provided. Attachments to the direct payment voucher should include the contractor's invoice, original receipts and tickets for travel expenses reimbursed, and a copy of the written contract. Any portion of the payment to an independent contractor that is designated as reimbursement for travel expenses, must be itemized separately on the direct payment voucher. Reimbursement for itemized, documented travel expenses is not included in the amount reported as miscellaneous income on Internal Revenue Service Form 1099-MISC.
4. Nonresident Alien Independent Contractors
  - a. Unless exempted by a current tax treaty, payments for services rendered by nonresident alien independent contractors are subject to withholding for federal and state income taxes.
  - b. In order to claim exemption from tax withholding because of a current tax treaty, the contractor must complete Internal Revenue Service Form 8233, Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual. The contractor must complete this form in Accounts Payable, 360 Administration Building. The exemption from withholding must be approved by the Internal Revenue Service before payment is made. It takes approximately 15 days for the IRS to respond to a request to exempt payment from withholding.
  - c. If the payment is determined to be exempt from withholding, a check will be issued for the gross amount of the direct payment voucher.

(Payroll Department Continued)

- d. If the payment is determined not to be exempt from withholding, a check will be issued for the net amount of the direct payment voucher after deducting taxes. The tax amount will be charged to the departmental account using a journal voucher entry prepared by Accounts Payable.
  - e. No later than March 15 each year, the University will issue an IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, to the taxpayer reflecting all payments made and amounts withheld for the previous calendar year.
5. Payments to Independent Contractors on General Fund Salary Accounts
- a. When using General Fund accounts for payments to independent contractors, including honoraria, the costs should be charged to either a salary account or a supplies and services account, using object classification code 072. General Fund labor accounts may not be used for payments to independent contractors.
  - b. All direct payment vouchers charging General Fund salary accounts must be sent to the Office of Planning and Budgets, Room 321, Administration Building, for approval.

VI. COMPENSATION FOR NONREGULAR ASSIGNMENTS OR DUTIES

A. Overtime

1. Definition

- a. The Fair Labor Standards Act stipulates that nonexempt employees must be appropriately compensated for overtime hours worked. Overtime is earned when an employee works in excess of 40 hours in a standard work week. The standard work week is a 168-hour period which, for the University, generally starts at 12 midnight on Sunday and ends at 12 midnight on the following Sunday. However, some units of the University have established different work weeks. Such changes must be approved by the Controller.
- b. Hours worked in excess of a standard work day or week should be approved in advance by completing Form CO-pa-25a, "Approval for Overtime Hours for Non-Exempt Employees" (Stores stock order #140-2604, see sample, page 55.25).



(Payroll Department Continued)

2. Compensation

a. Time Off

- 1) As a general policy, overtime hours are to be compensated by time off, if the equivalent time off can be mutually agreed upon and the time off can be scheduled within the pay period.
- 2) If time off cannot be given on or before the last day of the current pay period, the employee must be paid for the overtime hours.

b. Payment for Overtime Hours

- 1) For hourly employees, excluding clerical-technical, overtime must be submitted on a pink payroll overtime time card. Clerical-technical overtime must be submitted on a green payroll overtime time card. Salary overtime must be submitted on a blue payroll overtime time card (see sample, page 55.26). The payroll overtime time cards provide for increasing overtime hours earned by 50% to reflect a time and one-half payment. Hours reported on the payroll overtime time cards must be rounded off to the nearest tenth of an hour.
- 2) All pink overtime time cards should follow the same schedule of submission detailed under item II.,G., "Deadline for Submitting Payroll Information and Changes."
- 3) All blue and green payroll overtime time cards should be submitted to the Payroll Department on Wednesday of student pay week.
- 4) A separate payroll overtime time card must be prepared to pay overtime hours applicable to the shift differential. (This does not apply to payroll of Physical Plant or Housing and Food Services hourly employees.)
- 5) Overtime time cards may be obtained from the Payroll Department.

c. Rate of Payment

- 1) Hourly employees should be paid their regular rate.



(Payroll Department Continued)

- 2) The hourly rate for a person on an annual salary is determined by dividing the annual salary by 2,080 (40 hours for 52 weeks).
- 3) Approval of the Personnel Department is necessary when overtime is submitted for A-P employees classified as AP-05 or above.

B. Compensation for Services Apart from Regular Work Assignments

1. Academic Employees - Every department paying individuals appointed in the academic personnel system for part-time work involving teaching or service activities in excess of load needs prior approval of the dean of the college. Deans should forward labor time cards related to overload pay to the Office of Planning and Budgets for processing. For details, consult the Office of Planning and Budgets at 355-9271. This type of pay is subject to the Board policy found under Overload Pay in the Faculty Handbook.
2. Nonacademic Employees
  - a. Michigan State University employees performing services apart from their regular work assignments are considered University employees in such capacity. They may not be processed as independent contractors.
  - b. The employee is at liberty to accept or reject without prejudice any work offered in excess of regular work assignments.
  - c. To pay the employee for these services, an overtime time card must be submitted to Nonacademic Personnel for approval.
  - d. If approved by Nonacademic Personnel, services apart from regular work assignments may be compensated at a rate different from the employee's regular rate. However, nonexempt employees must be appropriately compensated when total hours worked are in excess of 40 hours in a standard work week.

C. Military Pay

1. Regular, full-time employees who are ordered to temporary active duty for military training will be

(Payroll Department Continued)

allowed fifteen (15) days leave of absence. The University will pay the difference between regular pay and military pay when the military pay is less. The military pay, which will be supplemented by the University, is the base pay. The employee must present a copy of the pay voucher from the government to document the amount of military pay received.

2. Military pay will be deducted from regular pay as follows:
  - a. Faculty - a copy of the military pay voucher should be forwarded to the Payroll Department. Payroll will determine the amount to be deducted. The military pay will be deducted from the next paycheck.
  - b. A-P and C-T - a copy of the military pay voucher should be submitted to the Personnel Department. The Personnel Department will determine the amount to be deducted and report to the Payroll Department. The military pay will be deducted from the next paycheck.
  - c. Hourly - a copy of the military pay voucher should be forwarded to the Payroll Department. Each department is responsible for deducting military pay on the payroll time cards. The military pay should be shown separately and deducted from the gross amount. The balance will be paid to the employee and will be subject to withholdings for federal, state, and FICA taxes.

D. Jury Duty

1. The University will pay the difference between the jury duty compensation and the regular University compensation.
2. The procedures for processing documented evidence of jury duty compensation are the same as for military pay.

E. Court Witness Fees - Court witness fees paid to University employees must be deposited into account number 11-0739. A duplicate receipt is to be sent by the employing department to the Payroll Department, where the duplicate receipt will be placed in the employee's file.

FORM W-4 (MSU)		<b>Employee's Withholding Allowance Certificate</b> ► For Privacy Act and Paperwork Reduction Act Notice, see instructions.		See IRS 1987, W-4 Instructions	1987
1. Please type or print your name: Last, First, Middle		2a. Your social security number		2b. If Student, your Student Number	
Your home address		3a. PAYROLL TYPE <input type="checkbox"/> SALARY <input type="checkbox"/> GRAD. ASST.		<input type="checkbox"/> CT/LABOR <input type="checkbox"/> SUMMER SCHOOL <input type="checkbox"/> STUDENT	
City, State, and Zip Code		3b. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single		<input type="checkbox"/> Married, but withhold at higher single rate NOTE: If married, but legally separated, or spouse is a nonresident alien, check the single box.	
4. Total number of allowances you are claiming (from the Federal Worksheet on page 3)				NOTE: See instructions for claiming STATE exemptions, when completing lines 4, 5, and 6.	FEDERAL STATE
5. Additional amount, if any, you want deducted from each pay (see Step 4 on page 2 of Federal Instructions)				\$	\$
6. I claim exemption from withholding because (see Step 2 of Federal Instructions and check boxes below that apply):				YEAR	
a <input type="checkbox"/> Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND				<div>MICHIGAN STATE UNIVERSITY PAYROLL DEPARTMENT 350 ADMINISTRATION BLDG. EAST LANSING, MI. 48824-1046 FED. TAX ID# 38-6005984W STATE TAX ID# 889-0350502</div>	
b <input type="checkbox"/> This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter the year effective and "EXEMPT" for Federal.					
c If you entered "EXEMPT" on line 6b, are you a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No					
NOTE: See instructions for claiming STATE "EXEMPT" status.					
7. Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.					
EMPLOYEE'S SIGNATURE _____ DATE _____					
1098-77C MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER					



CW-4

**EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY INCOME TAX**

1. Please type or print your name: Last, First, Middle	2. Taxing City	<b>PAYROLL USE ONLY</b>
Your Home Address	3. Social Security Number	Tax Code
City, State and Zip Code	4. PAYROLL TYPE	Student Number
5. TOTAL EXEMPTIONS YOU WISH TO CLAIM	<input type="checkbox"/> Salary <input type="checkbox"/> Grad Asst <input type="checkbox"/> Other	<input type="checkbox"/> Biweekly <input type="checkbox"/> Student

6. Under the penalties of perjury, I certify that I am entitled to the number of withholding exemptions claimed on this certificate.

7. Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

*MSU is an Affirmative Action/Equal Opportunity Employer*

O-14511

MICHIGAN STATE UNIVERSITY  
PAYROLL DEPARTMENT  
350 Administration Building  
East Lansing, MI 48824-1046  
Fed. Tax ID# 38-6005984W  
State Tax ID# S69-0350502



Page: 55.23  
Date: 9-30-87

NAME	DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT
<div style="display: flex; justify-content: space-between;"><div style="width: 35%;"><div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME (PRINT LAST NAME FIRST)</div><div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">IDENTIFICATION NUMBER</div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px; width: 45%;">ACCOUNT NO.</div><div style="border: 1px solid black; padding: 2px; width: 55%;">LEAVE BLANK</div></div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px; width: 25%;">OBJECT CLASS</div><div style="border: 1px solid black; padding: 2px; width: 25%;">BLDG. NUMBER</div><div style="border: 1px solid black; padding: 2px; width: 25%;">DIV. NO.</div><div style="border: 1px solid black; padding: 2px; width: 25%;">PHYSICAL PLANT ONLY</div></div><div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">DEPARTMENT NAME</div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px; width: 45%;">TIME</div><div style="border: 1px solid black; padding: 2px; width: 55%;">RATE</div></div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px; width: 45%;">UNIT <input type="checkbox"/> HOURS <input type="checkbox"/> MONTH OF <input type="checkbox"/> DAYS <input type="checkbox"/> EVENT TIME <input type="checkbox"/> WEEKS <input type="checkbox"/> OTHER</div><div style="border: 1px solid black; padding: 2px; width: 55%;">GROSS AMOUNT</div></div></div><div style="width: 30%; text-align: center;"><div style="display: flex; justify-content: space-between;"><div style="width: 45%;">MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY</div><div style="width: 5%; text-align: center;">HOURS TENTHS</div><div style="width: 50%;">MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY TOTAL FOR PERIOD</div></div><div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-top: 10px;">DO NOT WRITE ABOVE THIS LINE</div></div><div style="width: 30%;"><div style="text-align: center; font-weight: bold; margin-bottom: 5px;">DAILY TIME RECORD</div><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">PAY PERIOD</div><div style="display: flex; justify-content: space-between; margin-bottom: 5px;"><div>FROM 19</div><div>TO 19</div></div><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">APPROVED FOR PAYMENT</div><div style="text-align: right; font-size: small; margin-bottom: 5px;">422R FDF 11X422 REV. 8/79 MSL:ASU</div><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">DEPT. HEAD (original signature)</div><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">DEAN OR DIRECTOR</div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px; width: 60%;">APPROVAL DATE</div><div style="border: 1px solid black; padding: 2px; width: 40%; text-align: center; font-weight: bold; font-size: small;">DO NOT FOLD-STAPLE OR MUTILATE THIS CARD</div></div></div></div>								

DIV. NO.

TITLE

DEPT.

CLASS.

B.D.

NO.

P.

NAME

S.S.

IDENTIFICATION  
NUMBER

ACCT. OR  
JOB NUMBER

AMOUNT

TIME

RATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

BUFF (colored) Time Card - Regular Time



NAME		DEP.	IDENTIFICATION NO.		S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT
------	--	------	--------------------	--	------	---------------------	------------	------	------	--------

  

NAME (PRINT LAST NAME FIRST)				HOURS		DAYS
				TENTHS		
IDENTIFICATION NUMBER				MONDAY		
				TUESDAY		
ACCOUNT NO.				WEDNESDAY		
				THURSDAY		
LEAVE BLANK				FRIDAY		
				SATURDAY		
OBJECT CLASS				SUNDAY		
BLDG. NUMBER				MONDAY		
				TUESDAY		
DIV. NO.				WEDNESDAY		
				THURSDAY		
PHYSICAL PLANT ONLY				FRIDAY		
				SATURDAY		
DEPARTMENT NAME				SUNDAY		
TIME				TOTAL FOR PERIOD		
RATE						
UNIT OF TIME						
GROSS AMOUNT						

DO NOT WRITE ABOVE THIS LINE

### STUDENT PAYROLL CARD

PAY PERIOD

19

19

FROM

TO

NOTE: THIS PAYMENT CANNOT BE MADE UNLESS A W-4 FORM IS FILED WITH PAYROLL OR ACCOMPANIES THIS CARD.

" I CERTIFY THAT THE PAYEE WAS ENROLLED AS A MICHIGAN STATE UNIVERSITY STUDENT DURING ALL OR PART OF THE PAY PERIOD COVERED BY THIS TIME CARD."

DEPT. HEAD

(original signature)

DEAN OR DIRECTOR

DO NOT FOLD-STAPLE OR MUTILATE THIS CARD

APPROVAL DATE

**APPROVAL FOR OVERTIME HOURS FOR NON-EXEMPT EMPLOYEES**  
**Michigan State University**

Name of Employee \_\_\_\_\_

Social Security No. \_\_\_\_\_

Date(s) overtime will be incurred \_\_\_\_\_

Estimated number of overtime hours \_\_\_\_\_

Compensation for overtime { ☐ Pay  
  ☐ Time off

Reason for overtime \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Unit Administrator or Supervisor

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**Record of Overtime**

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total
Date								
Overtime hours								

**Compensation**

Time off (indicate dates and hours) \_\_\_\_\_

Pay (indicate date paid and hours) \_\_\_\_\_

**INSTRUCTIONS:**

1. Each department is responsible for maintaining a record of overtime hours earned and when and how compensated. This record must be **retained for 3 years**.
2. Overtime must be approved in advance by unit administrator, or supervisor on a weekly basis ending with Sunday.
3. Complete a separate form for each employee, including student employees.
4. Overtime hours worked must be recorded daily.
5. Compensation for overtime should be determined by the supervisor or unit administrator.
6. When an employee is to be paid for overtime hours, process a payroll overtime card with the next regular bi-weekly payroll. **Overtime hours only** should be reported on the payroll overtime card.
7. Employees should sign this form to indicate that they understand how compensation will be given.

Page: 55.26  
Date: 9-30-87

NAME		DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT
NAME (PRINT LAST NAME FIRST)		IDENTIFICATION NUMBER		ACCOUNT NO.		LEAVE BLANK		DEPARTMENT NAME	
OBJECT CLASS	BLDG. NUMBER	DIV. NO.	PHYSICAL PLANT ONLY	TOTAL HOURS		REGULAR RATE THIS JOB		GROSS AMOUNT	
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
SATURDAY		SUNDAY		TOTAL ACTUAL OVERTIME HOURS		MULTIPLY BY 1.5		TOTAL HOURS	
HOURS TENTHS		DAYS		DO NOT WRITE ABOVE THIS LINE		DAILY RECORD OVERTIME HOURS ONLY		PAY PERIOD	
FROM		TO		APPROVED FOR PAYMENT		DEPT. CHAIRMAN (original signature)		DEAN OR DIRECTOR	
APPROVAL DATE		DO NOT FOLD-STAPLE OR MUTILATE THIS CARD		422R		PDF 177.478 REV. 8/78		MSU 882	
DIV. NO.		TITLE		DEPT.		NAME		S.S.	
CLASS		BLDG. NO.		IDENTIFICATION NUMBER		ACCT. OR JOB NUMBER		AMOUNT	
TIME		RATE		1		2		3	
4		5		6		7		8	
9		10		11		12		13	
14		15		16		17		18	
19		20		21		22		23	
24		25		26		27		28	
29		30		31		32		33	
34		35		36		37		38	
39		40		41		42		43	
44		45		46		47		48	
49		50		51		52		53	
54		55		56		57		58	
59		60		61		62		63	
64		65		66		67		68	
69		70		71		72		73	
74		75		76		77		78	
79		80		81		82		83	

Overtime Time Cards

PINK - Hourly excluding Clerical-Technical  
GREEN - Clerical-Technical  
BLUE - Salary



## TRAVEL REGULATIONS

### TABLE OF CONTENTS

I. GENERAL POLICY . . . . .	70.2
II. DOMESTIC TRAVEL	
A. General Information . . . . .	70.3
B. Authorization . . . . .	70.4
C. Transportation . . . . .	70.4
D. Lodging . . . . .	70.9
E. Reimbursement . . . . .	70.10
III. LOCAL TRAVEL	
A. General Information . . . . .	70.11
B. Authorization . . . . .	70.11
C. Reimbursement . . . . .	70.11
IV. FOREIGN TRAVEL	
A. General Information . . . . .	70.12
B. Authorization . . . . .	70.12
C. Transportation . . . . .	70.12
D. Reimbursement . . . . .	70.12
E. Travel Vouchers . . . . .	70.13
F. Source of Funds for Foreign Travel . . . . .	70.14
G. All-University Research Funds . . . . .	70.16
H. Officers in International Organizations . . . . .	70.16
I. Special Foreign Travel Fund . . . . .	70.18
V. OTHER INFORMATION	
A. Travel Advances . . . . .	70.20
B. Travel Vouchers . . . . .	70.24
C. Report of Out-of-State Travel . . . . .	70.26
D. Insurance . . . . .	70.27
E. Travel under Contract, Gift and Grant Funds . . . . .	70.30
VI. APPENDICES	
Reimbursement Chart . . . . .	70.31
Federal Key Cities - Meal Per Diem . . . . .	70.32
In-State Mileage Chart . . . . .	70.33
Out-of-State Mileage Chart . . . . .	70.35
Travel Authorization Form . . . . .	70.37
Travel Vouchers (Foreign Travel) . . . . .	70.38
Pocket Guide (Selected Travel Policies and Procedures) . . . . .	70.40

I. GENERAL POLICY

A. General Policy

Travel by University personnel should be in support of a specific program of instruction, research or public service, or more general programs of professional improvement or University operations. Decisions regarding the use of travel funds will be made by the individual units of the University. Travel regulations and reimbursement rates apply to all University travel regardless of source of funds.

When travel is funded by a grant or contract, the use of travel funds will be governed by the more restrictive of either grant, contract or University policies.

B. Eligibility

All employees, persons who are invited to the University or who are asked to travel for the University, graduate students and undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events are eligible to travel. Exceptions must be approved in advance by the Office of Planning and Budgets.

C. Limitations and Exceptions

1. All travel must be authorized or approved in advance of departure. Each traveler must have a separate authorization.
2. The administrator responsible for the funds must sign the authorization part of the travel voucher in advance of the travel.
3. Exceptions to the travel regulations must be authorized by the Office of Planning and Budgets in consultation with the Controller's Office. Foreign travel authorizations must be approved by the Office of Planning and Budgets, and if the travel is funded by a grant or contract, the authorization must also be approved by the Office of Contract and Grant Administration.
4. University personnel returning from foreign or out-of-state travel are required to fill in the Report on Out-of-State Travel portion of the Travel Voucher.
5. Reimbursement is generally limited to actual cost, except for mileage and per diem meals.
6. Sabbatical leave travel can be approved if a travel plan related to the sabbatical leave assignment is submitted.
7. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via the travel voucher using original receipts. Airfare for non-University personnel may be prepaid on a direct payment voucher.



8. Conference fees should be paid in advance where possible on a direct payment voucher. The conference application and payment form should accompany the voucher.

D. University Travel Office

The MSU Travel Program is designed to provide improved service to faculty and staff who travel on University business while simultaneously reducing costs. The travel office coordinates the Corporate Card program and works closely with the Preferred Travel Agency. MSU travelers are encouraged to contact the office, located in 390 Administration Building, 353-4882, with questions or concerns about the program.

E. American Express Corporate Card

Faculty and Administrative Professionals who are expected to travel at least once per year on behalf of the University and earn a minimum annual salary of \$15,000, are eligible to apply for a Corporate Card. Clerical-Technical employees who have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future, are eligible to apply for a Corporate Card. Applications are available in the University Travel Office, 390 Administration Building.

F. Preferred Travel Agency

Spartan Travel, Inc., has been selected as the Preferred Travel Agency for Michigan State University. While not mandatory, the units are encouraged to use this single agency which can guarantee the lowest available airfare will be offered the traveler. Air Travel Reports are available monthly to assist the University and unit administrators in managing their travel dollars. The MSU Corporate "pod" is located at 3032 Lake Lansing Road, East Lansing, 353-9898.

II. DOMESTIC TRAVEL

A. General Information

1. In-state travel is defined to include travel for which the destination is outside the local area but within the state of Michigan.
2. Out-of-state travel is travel for which the destination is outside the state of Michigan but within the United States, including Alaska, Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands, Canada or Mexico. For U.S. government supported projects, Canada and Mexico may or may not be considered foreign travel, as determined by the grant limitations.
3. Student Field Trips - see the Manual of Business Procedures, Section 25.
4. Conference fees should be paid in advance where possible on a direct payment voucher. An approved copy of the travel authorization and the conference application and payment form should accompany the voucher.



B. Authorization

1. Before departure, the travel authorization part of the travel voucher should be submitted to and approved by someone administratively senior to the traveler. The form provides evidence that the traveler is on University business and may be critical in the event of an insurance claim, worker's compensation claim or other litigation. These forms are available from General Stores, stock number 140-2786.
2. If reimbursement is requested, the form must be signed by a person responsible for the account being charged.
3. For persons who travel in-state on a regular basis for the same purpose which is within the prescribed scope of their duties or when several related in-state trips are to be made by the same person during a short period of time, it is not necessary to prepare an authorization for each trip. In instances as those noted above, the following procedures are prescribed:
  - a. An authorization form or letter outlining the reasons for and extent of the authorization of the trips should be completed and kept on file in the departmental office before departure to document that the traveler is on University business.
  - b. Whenever reimbursement is requested, the authorization portion of the travel voucher must be completed with the appropriate approval.
4. Non-University personnel invited to the University or asked to travel for the University need to have this part of the travel voucher filled out before reimbursement is requested. These individuals are not covered by the University Travel Accident Insurance policy (see page 70.28 item c for details).

C. Transportation

1. Common Carrier

- a. When choosing a common carrier, time enroute should be a factor.
- b. Plane fare must be at economy, coach, or tourist class rates unless the traveler certifies on the travel voucher that such classes were not available.
- c. Taxi or limousine services incurred in connection with authorized travel by common carrier are reimbursable. Taxi expenses are allowable for travel related to business. For example, taxis between hotel and airport are allowable; taxis from hotel to a restaurant to eat a meal, or taxis for sight-seeing trips are not allowable.

- d. When travel is by ship or rail, the fare may not exceed the cost of the lowest available airfare. Sleeping car accommodations are limited to berth or roomette.

## 2. Preferred Travel Agency Air Policies

- a. Travelers will be provided the lowest fare within two (2) hours of the requested arrival or departure time. If arrivals within this two hour "window" are not available, an alternative schedule will be offered to provide maximum cost savings with minimum time inconvenience for the traveler.
- b. Lowest airfare for travel is defined as travel in coach, economy, or tourist class, unless the preferred agency certifies that such classes were not available. Subject to prior approval by the dean, separately reporting director, or equivalent level or above University official, a less than first class fare, other than coach/economy/tourist, may be selected for continuing flights, exceeding five (5) hours, to destinations outside the contiguous United States.
- c. Travelers not accepting the lowest airfare will have such refusals coded according to their "reasons" for such refusal (see Discount Refusal Codes listed below). The agency will document all lowest airfare offers and refusals in the passenger name record (PNR) for inclusion in the monthly Air Travel Report for the University.
- d. Employees are not required to accept 100% nonrefundable airfares as a condition for meeting the lowest fares and refusals to accept flights on which the lowest fares are completely nonrefundable will not be considered as coded refusals for management reporting purposes.
- e. University travelers will be offered the lowest airfare on departures from Lansing, Flint, Detroit, and Grand Rapids (or any major commercial airports within 100 miles of their primary office or residence). Refusals to accept flights from other than the nearest airport will not be considered as coded refusals for management control. However, the lower fare will be separately reported to provide information that may be helpful for other planning.
- f. If the lowest airfare is capacity controlled and not available at the time of reservation, the travel manager will waitlist the traveler for the flight and will note this waitlist on the invoice/itinerary. The agency will contact the carrier to see if the waitlist has cleared prior to departure, and will advise the traveler.
- g. To maintain eligibility for travel advances, reservations may be ticketed no more than 45 days prior to departure, unless recommended by the preferred agency to obtain the lowest fare. The University Travel Office will be notified by the preferred agency of all recommendations.



- h. Travelers may travel on weekends, utilizing excursion fares, if the cost savings for the fare exceeds the additional lodging and per diem costs.
- i. When changes in travel plans require either cancellation or revision of airline tickets, the preferred travel agency is to be notified immediately so that alternate arrangements can be made. Changes to flight reservations while en route, which do not require airfare changes, may be made directly with the participating airline. If a fare change is required, however, the University traveler must use the agency-provided toll-free telephone reservations number (printed on the traveler's itinerary) for either domestic or international travel in order to ensure complete travel management reporting.
- j. Unused tickets or flight coupons (partial use of an itinerary) should be returned immediately to the travel agency for refund to be processed. The traveler should retain the Passenger Receipt Card for documentation of the unused ticket and the refund process. The Passenger Receipt Card should then be attached to the travel reimbursement voucher.
- k. When prepaid tickets for non-MSU employees are not picked up at the airport counter, the sponsoring University employee should notify the preferred travel agency within forty-eight (48) hours. The preferred travel agency will then request authority to refund the prepared ticket advice (PTA) from the issuing airline and process the refund. Prepaid ticket service charges are NOT refundable from the airline.
- l. MSU departments may establish an account with the preferred travel agency for non-MSU persons traveling on behalf of the University. This will enable the department to make the travel arrangements for the traveler and have the tickets delivered to the MSU department office. The department can FEDERAL EXPRESS the tickets directly to the non-MSU person by using the MSU Federal Express number and save substantial dollars for the unit budget.
- m. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via the travel reimbursement voucher using original receipts. Airfare for non-University personnel may be prepaid on a direct payment voucher.
- n. Monthly Air Travel Reports from the preferred travel agency are forwarded to unit administrators to analyze travel costs for their unit. Discount Refusal Codes are listed on these reports as information for the unit administrator to analyze lost savings and as information to the Travel Office in determining needs of the travelers. These codes are as follows:



DISCOUNT REFUSALS CODES

- A. Airline Preference
- B. Flight Times Inconvenient to Schedule
- C. Direct Flight Preferred to Using Connecting Flights
- D. Frequent Flier Carrier Preference
- E. Aircraft Size Preference
- F. Using Certificate to Upgrade Seating
- G. Traveler Requests Seating Upgrade (no certificate)
- H. Cancellation/Change Penalties are Restrictive
- I. Advance Purchase Requirements are Restrictive
- J. Extended Stay Over for Excursion Fare not Preferred

INFORMATION REPORTING CODES

- K. U.S. Flag Carrier Required by Funding Source
- L. Routing Required Would Result in Excessive Delays
- M. Traveler confirmed on Alternate, but waitlisted for Lower Fare
- N. Carrier will not Accept Waitlist on Flight
- O. Cost Difference from Preferred Gateway is \$50 or less
- P. Cost Difference from Preferred Gateway is Greater than \$50
- R. Detroit/Wayne Metropolitan Airport
- S. Flint Bishop Airport
- T. Grand Rapids Kent County Airport
- U. Lansing Capital City Airport
- V. If Business Travel Alone, Fare Would Have Been Greater
- W. If Business Travel Alone, Fare Would Have Been Lower
- X. American Express Corporate Card Used for Travel Purchase

3. Private Car

- a. Reimbursement for transportation by private car is generally authorized only:
  - 1) When common carrier services are not available without undue loss of time.
  - 2) When two or more persons are eligible for similar authorized travel and their riding together would mean a savings to the University. Employees should be encouraged to drive together on authorized travel.
  - 3) When use of a car will permit the traveler to perform his/her duties more effectively.
  - 4) When it will cost the University no more than common carrier.
  - 5) When the use of a private vehicle will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.

- b. Expenses for gasoline, repairs, towing, etc. are included in the mileage allowance. Expenses for parking, storage, tolls and ferries are separately reimbursable. See Reimbursement Chart (page 70.31) for mileage.

#### 4. Rented Vehicles

Under certain circumstances, the use of a rental car may be necessary. Many rental car agencies will give a discount or offer "specials" to employees for either personal or business travel upon presentation of University identification. Rental cars should be economy class whenever they are available.

#### 5. Preferred Travel Agency Car Rental Policies

- a. Travelers will be offered car rental reservations at discounted corporate or specially-negotiated rates.
- b. Rental cars should be economy class, when available.
- c. Rental cars will be confirmed through the preferred travel agency reservation system and confirmation information will be printed on the travel itinerary. The preferred agency will provide the traveler with the name of the rental agency, pick-up date, pick-up city, and confirmation number for the rental.
- d. When traveling by rental car, car rental costs and time constraints should be considered.

#### 6. University-owned Vehicles

- a. Travel over 500 miles one way must be approved in advance by the Office of Planning and Budgets. Within the limits of availability and the time limits outlined above, University-owned vehicles may be used for any authorized travel. University-owned vehicles may not be used by student clubs, student organizations, non-University groups, or by employees engaged in private consulting.

#### b. Procedures

- 1) If the vehicle is a departmental vehicle and the trip is local or is short enough so that no request will be made for subsistence, approval for travel may be handled by "signing out" and "signing in" in a record book in the department office. If a request for subsistence will be made, the Travel Voucher form should be completed.
- 2) If a Motor Pool vehicle is requested, the completed authorization part of the Travel Voucher serves as a vehicle request as well as authorization for the trip. It does not, however, guarantee that a vehicle will be available. Priority decisions with respect to vehicle requests will be made by the Manager of Automotive Services.



- c. For further information on Motor Pool policies, see Section 245 of the Manual of Business Procedures.

7. Charter Air Service

Charter air service may be authorized when it reduces travel costs and travel time.

8. Private Plane

Reimbursement will be made on the basis of personal car mileage or commercial airfare; whichever is less.

D. Lodging

1. General Information

- a. Lodging rooms should be single rate with hotel or motel original receipt.
- b. If two or more MSU travelers share a room, request individual room receipts, if available. If not, submit the reimbursement vouchers together for processing.
- c. If the other occupant(s) who shares a room is not an employee, request the single rate be noted on the receipt.

2. Preferred Travel Agency Hotel Policies

- a. Travelers will be offered the lowest rack rates for all lodging reservations. In addition, the preferred travel agency will use corporate, consortium, or University-negotiated discounts, where appropriate, in order to obtain any available lower rate for a standard room at a requested property.
- b. Travelers not requesting a specific lodging property and travelers who may request a specific property which is not available for their desired travel dates will be offered at least two (2) choices of hotels, by either comparative cost or by requested location (e.g. near airport, convention center, downtown, etc.).
- c. When obtaining lodging reservations for the University traveler, the preferred travel agency will provide the traveler with the hotel address, telephone number, per diem rate, and reservation confirmation number.
- d. University travelers will be offered VIP Traveler Profile Forms in order to notify the preferred travel agency of travel preferences. The preferred travel agency will then be required to maintain all information, including travelers' hotel preferences, in a computer-stored personal account record (PAR).
- e. Room guarantees and deposits, not required by hotel policy, will only be made at the request of the University traveler and will be the responsibility of the traveler. The University will not be liable for any financial arrangements made for individual travelers.



- f. Cancellations for lodging reservations will be the responsibility of the traveler. For their own protection when cancelling guaranteed reservations, the traveler should make note of the name of the person through whom the cancellation was made.

E. Reimbursement

1. Travel reimbursements will be based on travel by the usual direct route for the authorized mode of travel. If the traveler plans to use a less direct route or more expensive mode of travel than authorized, bearing the extra costs him/herself, these plans should be noted on a separate sheet attached to the Travel Voucher (Stores stock number 140-2786). Additional cost resulting from stops for personal reasons will not be reimbursed.
2. Claims for reimbursement of expenses incurred with the use of University vehicles must be supported by receipts.
3. Original receipts and original ticket stubs are required for reimbursement of all travel expenses except as noted on page 70.31 (Reimbursement Chart).
4. The following persons are eligible for reimbursement:
  - a. Employees of the University.
  - b. Persons who are invited to the University (for lectures, consulting, recruiting, etc.) or who are asked to travel for the University. Meals and lodging furnished to guests in the local area and charged to University accounts must be furnished by on-campus facilities when available.
  - c. Graduate students. (University general funds may not be used for travel to collect data primarily for theses and/or dissertations).
  - d. Undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events.
5. Rates of Reimbursement

See Reimbursement Chart (page 70.31) for rates of reimbursement and listing of receipts required. The unit administrator may authorize an amount less than full reimbursement.
6. Reimbursement for Nonrefundable Air Tickets
  - a. If an employee is unable to travel because of illness on the dates originally ticketed, the airlines will usually refund the cost of the ticket upon request when accompanied with a written statement from a physician.
  - b. If an employee had an illness within his/her immediate family (spouse or children) on the dates originally ticketed, the employee is eligible for departmental reimbursement.

- c. If an employee had a death in his/her family on the dates originally ticketed, MSU will follow the Personnel Policies and Procedures Manual Funeral Policy, Page F-21, to determine whether the employee is eligible for departmental reimbursement.
- d. If the Unit Administrator requests the employee to be performing other duties on the dates originally ticketed, the employee is eligible for departmental reimbursement.

### III. LOCAL TRAVEL

#### A. General Information

Local travel is travel within the home community of the traveler's residence or place of employment exclusive of on-campus travel.

#### B. Authorization

1. If University business requires an employee or University representative to travel extensively and repeatedly in the local area, and if no University vehicle is available for such travel, reimbursement for expenses related to transportation may be authorized. A letter outlining the reasons for and the extent of such authorization should be filed with Accounts Payable. Local travel letters are approved by the dean or vice president and must be renewed each fiscal year.
2. An authorization form or recording of the trip should be completed and kept on file in the departmental office before departure to ensure that the traveler is on University business. In departments to which a vehicle has been assigned, the most common procedure is for the traveler to "sign out" and "sign in" in a record book in the departmental office.

#### C. Reimbursement

1. On-campus travel is not reimbursable.
2. Local travel is not normally reimbursable. Exceptions are:
  - a. Meals. Reimbursement will not be made for meals taken in the local area, except when attendance at a meal is necessary for participation in a conference or meeting. Reasons for the exception must be stated when requesting reimbursement. Receipts are required in all instances.
  - b. Lodging. No reimbursement will be made for lodging in the local area. However, employees whose home offices are elsewhere in the state are eligible for reimbursement for meals and lodging in the East Lansing area. It is expected that they will use on-campus facilities when available.



#### IV. FOREIGN TRAVEL

##### A. General Information

1. Foreign travel includes travel for which the destination is outside the United States. The United States is defined to include Alaska, Hawaii, Puerto Rico, Guam, the U.S. Virgin Islands, Canada and Mexico.
2. For travel supported by contracts and grants, the funding agreement must be examined for the definition of foreign travel. Travel from the point of origin and return is considered part of foreign travel.
3. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via the travel voucher using original receipts. Airfare for non-University personnel may be prepaid on a direct payment voucher.
4. Conference fees should be paid in advance where possible on a direct payment voucher. The conference application and payment form should accompany the voucher.

##### B. Authorization

1. Authorization forms and policies for foreign travel are the same as in Domestic Travel. In addition, foreign travel authorization forms must be approved by the Dean or Vice President and processed through the Office of Planning and Budgets. Any foreign travel to be charged to contracts or grants under account numbers 71-000 through 71-5099 must be approved by the Office of Contract and Grant Administration.

##### C. Transportation

1. Grants and contracts supported by the U.S. Government require that travel be on American Flag carriers by the most direct and expeditious route and at less than first class rates. Subject to prior approval by the dean, separately-reporting director, or equivalent level or above University official, a less than first class fare, other than economy, coach or tourist class, may be selected for continuing flights exceeding five (5) hours to destinations outside the area contiguous to the United States.
2. When travel is by ship, the fare may not exceed the cost of the lowest available airfare as authorized by the most direct and expeditious route. Per diem is not payable on board ship where meals and lodging are included in the fare.

##### D. Reimbursement

1. Reimbursement for lodging and subsistence will be made on a per diem basis in accordance with the U.S. Department of State rates.



2. The per diem allowance in lieu of actual expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to wait staff, porters, baggage handlers, bell staff, hotel maids, dining room stewards and others on vessels, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, and transportation between places of lodging or business and places where meals are taken. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. Per diem is the maximum daily allowance.
3. Receipts for lodging must be secured to verify lodging expenditures.
4. Per diem is computed on a daily basis with the day divided into four quarters. They are: midnight to 6:00 a.m., 6:00 a.m. to noon, noon to 6:00 p.m., and 6:00 p.m. to midnight.
5. The per diem allowance is considered to be one-half for "lodging" and one-half for "non-lodging" costs. Per diem will be authorized on a "flat-rate" basis. Times of departure and arrival must be listed in order to compute the allowable amount of per diem.
6. The international rate is used for the time enroute to foreign destinations. It is also used for travel between foreign locations when the total time enroute exceeds a full quarter. This rate is \$6.00 per day. Foreign countries are assigned a daily rate by the U.S. Department of State, subject to review and change every month. This information is available in the Office of Contract and Grant Administration.
7. When a staff member leaves his home on a foreign assignment, the international per diem rate is effective as of the beginning of the quarter of the day on which he leaves. This rate continues through the end of the quarter of a day in which he arrives at a location where he will remain for at least the next full quarter.
8. The rate in effect at the beginning of a quarter applies through the end of the quarter in which a change takes place.
9. When either meals or lodging are furnished without charge, the per diem claim should be reduced by 50 percent. This applies to "in-country" not "international" per diem.
10. If a staff member travels by an indirect route for personal reasons, per diem will normally be paid only for the time it would take to travel by the most direct route.

E. Travel Vouchers

1. A sample Travel Voucher for foreign travel is included in the

Appendix, pages 70.38-70.39. Please note, if more than one account number is to be charged, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.

2. In case of indirect routing for personal reasons, the extra transportation costs will be at the traveler's expense and the additional time should be charged as vacation.
3. All original airline ticket stubs must be attached to the reimbursement voucher. Ticket stubs are necessary to provide audit documentation. Itemized original receipts for lodging should also be attached to the travel voucher, along with any documentation available for verifying expenses. Any foreign currency exchange rate used should be noted.
4. Taxi expenses are allowable for travel related to business. For example, taxis between hotel and airport are allowable; taxis from hotel to a restaurant to eat a meal, or taxis for sight-seeing trips are not allowable.
5. Dates and times of departure and arrival should be listed across from the amount claimed for per diem. This is necessary to establish the correct quarter-day allocation.

F. Source of Funds for Foreign Travel

1. Travel related to overseas projects of the University. Such travel is authorized, arranged and supported through the Office of International Studies and Programs.
2. Travel by faculty members to participate as officers in international organizations. Applications for support from this fund should be addressed to the Dean of International Studies and Programs.
3. Travel supported by the International Centers and Institutes. The International Centers and Institutes may support a limited amount of foreign travel if it is essential to their operation.
4. Travel to participate in international meetings or to do research in foreign areas. Applications for support from this fund should be addressed to the Dean of International Studies and Programs.
5. Travel supported by contracts, gifts or grants from outside agencies. Reimbursement may be made for necessary foreign travel from contract, gift or grant funds provided that the agreements by which the University has accepted the funds cover such travel and that such travel does not interfere with the performance of the normal duties of the traveler.
6. Travel supported by All-University Research grants. Foreign travel may be supported by an All-University Research project to the extent that foreign travel was included in the project



application and approved by the All-University Research Committee.

7. Travel supported by cost-of-education allowances. With justification, the cost-of-education allowance which has been allocated to a college or department may be used to support foreign travel by faculty or graduate students. Cost-of-education allowances are usually designated for underwriting costs and improving the quality of graduate education rather than for the benefit of an individual. They should not be used for foreign travel unless the unit has sufficient funds to meet other more urgent needs related to graduate programs.
8. Travel related to teaching courses in foreign areas. Such courses are normally in one of the following categories:
  - a. Courses supported by outside agencies. Travel related to such courses is essentially the same as travel supported by gifts, grants or contracts.
  - b. Courses taught through the Lifelong Education Programs:
    - 1) If the revenues from off-campus credit courses in foreign areas are credited to the general fund, the corresponding expenditures for travel and teaching may be charged to the general fund.
    - 2) If the revenues from off-campus courses in foreign areas are credited to a revolving fund, as is normally the case for non-credit offerings, the corresponding expenditures must be carried by the revolving fund.
    - 3) "Courses abroad" taught by MSU faculty primarily for MSU students. If the students, or an outside agency, underwrite the cost of transporting the course to a foreign area and providing the necessary physical facilities, the regular salary of the instructor may be paid from the general fund. In addition, the University may provide operational funds to the extent that such funds would have been required had the course been taught on campus. The net cost to the University should not be greater than if the course were taught on campus.
9. Travel by persons invited to the University or asked to travel for the University may be supported by the general fund or other appropriate funds. Meals and lodging furnished to such guests while in the local area and charged to University accounts must be furnished by on-campus facilities if available.



G. All-University Research Funds

1. Funds made available under the All-University Research grants may be used to include foreign travel subject to the administration of such funds as indicated below.
2. Faculty wishing to use All-University Research funds to cover travel costs will be expected to apply, in addition, for such international funds as may be available from off-campus sources such as foundations and government agencies.
3. The application for international travel funds which is to be supported by an All-University Research grant should include information on points to which the individual will travel, and the research which will be conducted at each point. Reimbursement will be limited to round-trip tourist fare, for MSU faculty members only, and for most direct routing, unless exceptions are made by the dean. In many instances there will be insufficient funds under All-University Research grants to cover the total transportation cost. The balance, additional travel costs, as well as other costs, are to be borne by the faculty member or other approved sources.
4. The All-University Research Project involving international travel is to be carefully screened by the respective unit administrator and the dean of the college before submission of the application to the Vice President for Research Development and Graduate Studies. With the approval of the Office of Research Development and Graduate Studies, the grant will be given a project number and an account number, which should be noted on the travel application request.

H. Officers in International Organizations

1. Policy

- a. The review of applications for international travel for faculty members who are officers of international organizations will be primarily focused on professional benefits which are expected to accrue to the faculty member and to the prestige of the University as a result of participation in such organizations. Participation in such organizations is to be construed as an integral aspect of the career and work assignments of the faculty member.
- b. Preference will be given to faculty members who hold officership in international organizations which are wholly or primarily academic in orientation and which are well established or have good prospects of being permanently established.

- c. Reimbursement for the above purpose will be limited to part or all of the round-trip tourist fare for MSU faculty members only. All other costs are to be borne by the faculty member or the organization of which he/she is an officer. Approval of any one request for funds for international travel will not prejudice a request for additional trips during the tenure of office of a faculty member. It is assumed, however, that no more than one trip per year will be considered.

2. Procedure

- a. Faculty members who apply for international travel funds under the above policy will be expected to supply the following information:
  - 1) Information about the international organization such as name, purposes, date of establishment, membership, publications, sources of financial support of the organization and such other information as will provide understanding of the work of the organization.
  - 2) Length of time the applicant has been a member of the organization, the nature of his/her participation before becoming an officer and the duties of the office which he/she holds.
  - 3) Certification that the organization is unable to finance the travel or that there are no other known sources of support available to bear the travel costs for participation in the meeting(s) of the organization.
  - 4) Certification by the unit administrator and the dean that participation in the organization is in the best interest of the faculty member and the University.
- b. Applications for travel for faculty members who are officers in international organizations will be reviewed by the same committee as prescribed for the Special Foreign Travel Fund.

I. Special Foreign Travel Fund (SFTF) (Effective November 1987)

1. Purposes - The SFTF is meant to:

- a. Be a source of funds to assist faculty to travel to international professional meetings and congresses;
- b. Supplement departmental and/or college funds available to faculty; and
- c. Serve to equalize MSU units' abilities to support international travel by their faculty.

2. Policies Governing the SFTF

- a. All MSU faculty are eligible for SFTF support. However, high priority will be given to faculty appointed in the tenure system.
- b. An individual may not receive two separate SFTF awards within a 24-month period.
- c. SFTF support is for faculty attendance at international congresses and meetings held outside the United States.
- d. The SFTF is intended to be a source of last resort. Applicants are thus urged to first explore and secure support from other sources whenever possible, such as NSF or NIH grant monies, other grant monies, foundations, and/or personal resources.
- e. The SFTF is intended to be supplemental in nature. Departments and colleges will be asked to match part or all of the SFTF grant made to a faculty member. Only funds allocated to offset travel costs will be considered as being matching monies.
- f. Normally, SFTF support may be used for air transportation expenses from Lansing only. (It cannot be used for per diem and related meeting costs.)
- g. SFTF support may not be sought for retroactive reimbursement of travel expenses.



- h. If two or more faculty members from the same department or major academic unit apply for support to attend the same meeting, the maximum award will generally be no more than the full round trip cost for one person, to be split among the individuals in a manner recommended by the relevant unit administrator.
  - i. Complete applications will be reviewed three times each calendar year: in February, June and October. The deadlines for submitting completed applications are: February 1, June 1, and October 1. The review and rating committee will review applications by the 15th of each of the applicable months. Applicants will be notified as to decision made by the last day of each of these applicable months.
  - j. A SFTF review committee will review eligible applications. This committee consists of the Dean of International Studies and Programs, or his designee, one other Dean, a representative of the Provost's Office and a representative of the Vice President for Research and Graduate Studies.
  - k. The Dean of International Studies and Programs, or designee, will use the advice of the review committee to make final decisions on award recipients and levels of funding.
  - l. The Dean of International Studies and Programs, or designee, will notify applicants, their Chairpersons or Directors, and Deans of the decisions made and provide information on procedures for using the award to those who received them.
  - m. Individuals who receive a SFTF award are requested to submit a brief report of their travel and international meeting experience on returning to MSU.
3. Procedures
- a. Interested faculty should obtain an up-to-date application form from the Office of the Dean of International Studies and Programs.
  - b. The application should be filled out and signed.
  - c. The filled-out application form should be submitted to the Dean of International Studies and Programs by the appropriate deadline with the following supporting documents:

- 1) A letter of recommendation from Department Chairperson and an endorsement from the Dean of the appropriate College;
  - 2) A copy of the invitation to the Conference/Congress and/or letter accepting the paper to be presented at the Conference/Congress, which indicates the level and type of participation; and
  - 3) Documentation substantiating the required date for response to the conference invitation.
- d. Applications are reviewed three times each year. The three deadlines for submitting applications are: February 1, June 1, and October 1. Unless dictated by early deadlines for responding to meeting organizers, applications for SFTF support should be submitted as follows:
- 1) Applications for meetings in March through June should be submitted by the February 1 deadline;
  - 2) Applications for meetings in July through October should be submitted by the June 1 deadline; and
  - 3) Applications for meetings in November through February should be submitted by the October 1 deadline.

## V. OTHER INFORMATION

### A. Travel Advances

#### 1. General Information

Regular Faculty, Academic staff and Administrative Professionals of Michigan State University who are expected to travel annually on behalf of the University and earn a salary of more than \$15,000 are eligible to be considered for an American Express Corporate Card. Clerical-Technical employees who earn a minimum annual salary of \$15,000, have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future are eligible to apply for a corporate card. Use of this corporate card by the employee will eliminate the need for most travel advances. Information on how to obtain a card may be received from the Travel Office, 390 Administration Building, 353-4882.

Travel advances cannot be obtained by one person to cover multiple individuals' expenses.

#### 2. Graduate Students and Employees Not Eligible for a Corporate Card

- a. Graduate students and all employees not eligible for the American Express Corporate Card are eligible for a travel advance.



- b. The minimum amount allowed for a travel advance for eligible travelers is \$350. A lesser amount can be obtained ONLY if reimbursable expenses on the travel voucher will be \$350 or more. If the travel authorization section of the Travel Voucher limits reimbursement on expenditures to less than \$350, the traveler is not eligible for a travel advance. accounts are monitored for misuse of the \$350 minimum. Misuse can result in loss of the privilege of obtaining travel advances. The minimum amount for a graduate assistant is \$50.
- c. No advance will be issued to a traveler more than 35 days prior to the departure date on the travel voucher. In cases where airline reservations are made through the "preferred travel agency" and payment is required more than 35 days in advance of the trip to insure that the reservations are at the lowest possible airfare, an exception to the 35-day limit will be granted, with prior approval of the Travel Office.
- d. The amount of each advance is to be determined by the unit administrator. The advance is to cover reimbursable travel costs and should not exceed estimated expenditures. Any limitations on the reimbursement amount must be set by the unit prior to issuance of an advance.
- e. No advance will be made for travel to be charged against an agency account (account numbers 31-3500 through 31-4999).
- f. When a trip is cancelled for any reason, the travel advance must be repaid immediately. If the trip is rescheduled, a new travel voucher and advance must be issued.
- g. NO ADVANCE WILL BE ISSUED TO A TRAVELER HAVING AN EXISTING PAST DUE ADVANCE. FURTHERMORE, ANY TRAVELER WHO HAS HAD THEIR AMERICAN EXPRESS CORPORATE CARD REVOKED WILL NOT BE ELIGIBLE FOR AN ADVANCE.

3. Employees Who are Eligible for a Corporate Card

- a. Travel advances will be issued to employees who are eligible for the American Express Corporate Card to cover airfare only, when it exceeds \$350, under the following two conditions:
  - 1) If an airline reservation is made 45 days or less prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment prior to reimbursement, then the traveler may request a travel advance.
  - 2) If the "preferred travel agency" acknowledges a need to make an airline reservation more than 45 days prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card



requires repayment prior to reimbursement, then the traveler may request a travel advance.

Under both conditions, the traveler is required to bring a copy of the travel voucher and the American Express Corporate Card statement to the Travel Office for approval. No advance will be made more than 20 days after the traveler's return date. No advance will be made more than 10 days prior to the due date on the corporate card statement.

- b. If the authorized travel is international and it can reasonably be assumed that dependence on the American Express Corporate Card will not meet the traveler's needs, then a request for a travel advance may be made. MSU travelers on extended foreign travel who do not expect to return home before the American Express Corporate bill is due will be eligible for a travel advance. A travel advance may be obtained no more than 7 days prior to departure. The minimum advance, based on estimated reimbursable nontransportation expenses, is \$350.
- c. If the employee is eligible and has applied for the American Express Corporate Card and the card has not yet been received, a minimum advance of \$350 may be requested and will be treated as described under item V.,A.,2.,b above.

#### 4. Obtaining an Advance

- a. Travel advances may be obtained by presenting the signed original (white) and tan copy of the University Travel Voucher with the authorization section completed to the Travel Advance Section of the Cashier's Office, 110 Administration Building. Office hours are 8:15 a.m. to 4:15 p.m. Monday through Friday, phone 355-5055. Graduate assistants also need to present appointment papers. The social security number or student number of the traveler is required on the authorization part of the Travel Voucher.
- b. A non-interest bearing promissory note will be issued for each advance by the Travel Advance Section. This note specifies the repayment date. When the traveler is away from the East Lansing area and requests an additional advance, the original authorization must be presented again to the Travel Advance Section and signed for the employee by the unit administrator.
- c. If an advance is requested for approved undergraduate student travel, the authorization part of the Travel Voucher must be prepared in the name of the student(s) and a faculty or staff member responsible for the student(s). The promissory note will be issued to the faculty or staff member who may then cash it and distribute it to the student(s). The faculty or staff member will be held responsible for the repayment of the advance.

- d. Advances may be received in either of the following two ways:

- 1) Cash - the promissory note may be exchanged for cash in the Cashier's Office. If exchange of the note is done by a person other than the traveler, it will be issued as a check.
- 2) Check - the promissory note for any amount over \$200 may be exchanged for a cashier's check in the Cashier's Office.

5. Repayment of an Advance

- a. All travel advances are due no later than 30 days after the date the trip is completed (return date). Due dates may be extended for an additional 30 days upon approval of a written request submitted to the Travel Advance Office prior to the original due date.
- b. If a travel advance is not paid by the due date, the amount will be deducted from the employee's payroll or stipend check. If payroll or stipend deductions become excessive for a traveler, loss of the travel advance privilege may result.
- c. The unit administrator's signature guarantees repayment of a travel advance from departmental funds if the appropriate vouchers are not submitted. The advance will remain as an obligation of the traveler until the completed travel voucher is submitted.
- d. All payments must be made to the Travel Advance Section. If made in person, the traveler will receive a validated receipt.

6. Graduate Fellow Advance

- a. A Graduate Fellow advance is available for graduate students going overseas to collect data for their doctoral dissertations under grants and contracts administered by MSU. In general, the period of travel is usually six months to one year. The advance will provide operating funds for such items as travel expenses, data collection expenses, assistant fees, clerical assistance, etc., whose costs are reimbursable under grants or contracts. The amount of the advance will normally be equal to three months estimated reimbursable expenditures where it is possible to mail replenishment vouchers back to MSU campus. The repayment date of the advance will be 30 days after the return to campus. In cases where a Fellow extends his/her travel en route to campus, the advance will be due 45 days from the departure date from the research location.



- b. Requests for the advance should be in letter form addressed to the Director of Contract and Grant Administration. The letter should contain the following information:
  - 1) Name of Graduate Fellow
  - 2) Dates of departure and return
  - 3) Research location
  - 4) Grant or contract account, account name, account number
  - 5) Amount of estimated expenditures per month by type of expenditure
  - 6) Amount of advance requested
  - 7) Requested payment date
  - 8) Signature of unit administrator
- c. After approval, the advance may be obtained from the Cashier's Office.

B. Travel Vouchers

1. Voucher Forms

- a. If reimbursement is requested, travel expense claims should be itemized in the expense reimbursement section of the Travel Voucher form obtainable from General Stores, stock number 140-2786.
- b. Each traveler must submit a separate travel voucher for his/her own expenses unless the travel is team travel.
- c. A pocket guideline of University travel policies and procedures, containing a memorandum space, is available from General Stores, stock number 140-2773 (MSU Selected Travel Policies and Procedures) to assist the traveler in keeping records (see sample, page 70.40).
- d. Travel Vouchers must be typed and all copies submitted according to instructions printed on the reverse side of the pink copy of the Travel Voucher form. The complete name and address of the payee must be included. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service.

2. Preparation of Vouchers

- a. Travel Vouchers for reimbursement are to be submitted at the earliest practicable date after return from a trip.
- b. If more than one account number is to be charged, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.
- c. The expense reimbursement section of the Travel Voucher must show detailed itemization of the travel and the type and cost of the accommodations used. If claiming expenses for business guests, give name(s) of person(s), position(s) and the reason.



- d. Cost of individual meals should be itemized if away for less than a day. In case the traveler is away for a full day, the claim should be lumped together for the three meals.
- e. Original ticket stubs and original receipts are to be stapled to the original Travel Voucher.
- f. Refer to the Reimbursement Chart on page 70.31 for reimbursement rates.
- g. If the traveler's reimbursable expenses were limited to an amount less than actual, this limit amount should be clearly noted in the travel authorization section and below the "Total Claim" space of the voucher and labeled as "Limit."
- h. The final total and the signatures of the traveler and the persons approving the claim should be on the FIRST page of the Travel Voucher. If the traveler is not an employee of the University, write "Non-MSU" in the signature block of the voucher.
- i. Travel Vouchers and the applicable receipts are forwarded to Accounts Payable, 360 Administration Building, 355-0343.
- j. Accounts Payable audits all travel vouchers. If a travel advance related to a travel voucher being processed has not yet been repaid, the Travel Advance Office will deduct the amount owed and refund the difference or bill for the balance due.
- k. After audit, Accounts Payable forwards the voucher to Accounting for verification of authorized signatures and correctness of account numbers. Accounting prepares a check and inserts the check number on the voucher.
- l. The Travel Voucher is distributed as follows:
  - White - Accounting
  - Tan - Retained by the Travel Advance Office when a travel advance is issued.
  - Yellow - After audit, this copy is sent to the Office of Planning and Budgets.
  - Pink - Retained by the originating department for their records.
  - Blue - Sent to payee with check.
- m. The check is mailed to the payee at the address indicated on the voucher.
- n. Weekly Voucher Check Summary Report. Each week the Accounting Department mails a Weekly Voucher Check Summary Report which summarizes, by account number, all checks written for that week. For each check, the summary report indicates the payee name, check number, paydate, type of voucher, account number and object code charged and the amount. (See sample on page 75.12 of this Manual.)

C. Report of Out-of-State Travel

1. General Policy

- a. Employees returning from foreign or out-of-state travel, either with or without reimbursement, are required to complete this section of the Travel Voucher.

2. Purpose

The Report on Out-of-State Travel serves several purposes:

- a. It provides the permanent travel records for the Office of Planning and Budgets and the University Archives.
- b. It provides the basic data from which the Office of Planning and Budgets compiles the annual report of out-of-state and foreign travel.
- c. Each traveler is asked to indicate on the travel report the major purpose for which the trip was undertaken, as follows:

- 1) Travel in support of professional improvement.

This includes attendance at meetings of professional societies, institutes, workshops, training courses, etc. (The traveler may present a paper, or serve on a committee at a national meeting, but the basic purpose of the meetings is professional improvement.) Travel in this category also includes visits to other institutions for the purpose of "keeping up to date" on methods, materials, procedures, policies, etc.

- 2) Travel in support of instructional programs. This

includes travel to plan, coordinate, recruit faculty or secure resources for, or conduct programs of instruction for University students.

- 3) Travel in support of research. This includes travel to

plan, coordinate, secure resources for, or conduct research programs. It also includes attendance at meetings or symposia in which the discussion involves a limited portion of the discipline, and is centered primarily around the research interests of the participants.

- 4) Travel in support of the public service programs of the

University. This includes travel to serve as a resource person at meetings of industrial, governmental, educational, grower or lay groups. It includes serving on federal panels, site visits and accreditation visits, and it includes many of the programs of Lifelong Education Programs and the Cooperative Extension Service.



- 5) Travel in support of administration. This includes travel related primarily to the administrative or supportive functions of the University rather than to the disciplinary programs.
- 6) Travel in support of intercollegiate competition. This includes travel in support of or in connection with intercollegiate athletic contests, music or art competitions, debates, forensic programs, judging contests or other sanctioned University events.
- 7) Travel in support of international programs. Travel may be either foreign or domestic, but is concerned with programs designed to improve conditions in foreign countries or to improve relationships with foreign countries.
- 8) Miscellaneous. Travel not defined in other categories.

D. Insurance

1. Insurance on Vehicles

- a. University-owned Vehicles. The University carries bodily injury and property damage insurance to cover the University's liability.
- b. Private Vehicles. Drivers of privately-owned vehicles used on University travel are not protected by liability and property damage insurance carried by the University. For their own protection, employees driving private or rental cars should carry insurance in an amount that will cover their legal responsibility. Employees driving rental cars should check their own insurance policy to determine coverage before purchasing additional insurance through the rental agency. Passengers who are employees on authorized travel are covered by the Travel Accident Insurance Policy described below.

2. Travel Accident Insurance

- a. The University carries a group Travel Accident Insurance Policy which provides for a flat coverage of \$50,000 for accidental death or loss of any two members (hand, foot or eye) to anyone while traveling on authorized University business.
- b. Official University business and approved activities are defined as:



- 1) Travel in the course of employment.
- 2) Traveling to professional or technical conferences, seminars, or meetings which are necessary or required in the performance of duties. Travel for which reimbursement is authorized shall be covered; however, it is not necessary that reimbursement be authorized for coverage to apply.
- 3) Traveling in connection with an activity of an organization of which the University is a member; and when such participation is of benefit to the University and the travel has been authorized by the University.
- 4) Acting as a consultant, within University rules and regulations, for any Federal, state or local government, or any private organization, when services rendered are directly related to the employee's primary employment at the University. Private consulting pursuant to the Additional Work for Pay policy is not covered.
- 5) Working as a part of his/her required duties for another organization at the direction of the University, whether or not his/her travel expense is paid directly by the University.

c. Persons or circumstances excluded from coverage are:

- 1) Employees commuting to and from work, on vacation travel, on sick, sabbatical, terminal leave or leave with or without pay. Sabbatical leave travel with approved travel plans related to sabbatical leave assignment will be covered.
- 2) Persons who are traveling to the University for job interviews even though reimbursed by the University.
- 3) Persons whose salaries are paid by other organizations.
- 4) Employees acting as private consultants.
- 5) Losses caused by or resulting from a) suicide or intentionally self-inflicted injuries, b) war or losses sustained while in the armed services, c) piloting or serving as a member of the crew of any aircraft.

d. Beneficiaries

Beneficiaries for Travel Accident coverage are identical to the first of the following University programs in which an employee participates; Group Life Insurance; optional Accident Insurance Protection or TIAA-CREF. An employee may designate in writing and file with the Staff Benefits Division a separate beneficiary statement if desired. If the employee does not participate in any of the above

programs or if there has been no beneficiary designated, payment for loss of life will be made to the employee's estate.

A detailed brochure describing the Travel Accident Insurance Policy is available from the Employee Compensation and Benefits Office, Staff Benefits Division.

3. Field Trip Insurance

The University carries bodily injury and property damage insurance that covers the University's liability if University-owned vehicles are used. Students traveling in privately-owned vehicles are protected only by the insurance carried by the owner of the car and their own personal insurance.

4. Worker's Compensation Insurance

Worker's Compensation benefits are in effect to all employees for disability or death as a result of personal injury sustained in the course of their employment for the University.

5. Reporting Accidents

- a. Notification of immediate supervisor. In all cases of sickness, accident or emergency which occur while traveling for the University, the employee should notify his/her immediate supervisor by telephone or telegraph. If the supervisor cannot be reached, the employee should inform the on-duty University telephone operator (517-355-1855) and have the message forwarded. The University switchboard is open at all times.
- b. Notification of Police. The driver of an MSU vehicle involved in an accident must immediately report the accident to the Police Department in the enforcement jurisdiction.
- c. Notification of the Office of Risk Management. The driver of the MSU vehicle or an authorized representative of the department must fill out form No. Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report." See Section 35 of this Manual. This form may be found in the glove compartment of each MSU vehicle or obtained from the Office of Risk Management, 372 Administration Building, 355-5022. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management on the day of the accident or as soon as practicable. Drivers of MSU vehicles involved in accidents should make every effort to obtain the name, address and telephone number of insurance companies or agents covering the other vehicles involved.

d. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management, 355-5022 Monday through Friday or the Department of Public Safety, 355-2221 at all other times. Accidents involving injuries to employees should also be reported to the Worker's Compensation Office, 353-5394.

6. Refer to Section 35 of this Manual for further information on insurance.

E. Travel under Contract, Gift and Grant Funds

1. When travel is funded under contract, gift or grant funds, all requests for authorization and reimbursement must be in accordance with the regulations of the University, or research grant or contract, whichever is the most restrictive.
2. Travel must be restricted to those who are closely associated with the contract, gift or grant. Unit administrators and deans must make sure that travel authorizations and travel vouchers clearly state the relationship of the travel to the contract, gift or grant. Expenditures disallowed for failure to conform to contract gift or grant regulations are charged against departmental or college budgets.
3. Costs of foreign travel, including transportation to the point of embarkation, cannot be split between funds which may be used for foreign travel. They may, however, be split between two or more funds, each of which is in itself allowable for foreign travel.



## REIMBURSEMENT CHART

This chart indicates the maximum amount of reimbursement for travel on official University business.

Type of Expenditure	Reimbursement Rate		Original Receipts Required
Lodging			
Room	At actual cost (single rate)		Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost		Itemized receipt and statement of its use
Tips	Only once each occupancy to to exceed \$2.00		None
Meals-not included in conference fee. Includes tips.			
	Standard	Federal Key Cities	
Full Day	\$25.00 maximum	\$33.00 maximum	None
Breakfast	4.50 maximum	6.00 maximum	
Lunch	6.50 maximum	8.00 maximum	
Dinner	14.00 maximum	19.00 maximum	
Guest (2, 3)	Full Reimbursement	Full Reimbursement	Name of guest(s) and his/her position(s). Receipts if more than maximum allowance.
Transportation			
Personal car-miles (4)	22.5 cents per mile		None
Mileage-vicinity travel	22.5 cents per mile		Itemized separate from enroute miles.
Bridge and toll road	Full reimbursement		None
Pulling trailer	1 cent per mile		none
Driving extra car	Split of single car reimbursement		None
Lansing airport (5)	22.5 cents per mile		None
Commercial Carrier - Plane, train, bus, ship	Lowest round trip fair		Commercial carrier's original receipt (ticket stubs for airfares)
Taxi	Lowest possible cost		None
Limousine	Lowest possible cost		Receipt required
University vehicle	Gas, repairs and towing (no mileage)		Receipt for payment made
Rental vehicle	Economy class rate		Itemized receipt from rental agency
Private plane	Lowest of round trip air fare or car mileage		None
Parking - private or MSU car	Up to \$3.00 per day		None
Other			
Conference expenses (6)	Full reimbursement		Itemized receipts
Telephone and telegrams	Acutal cost		Date of call, name, position and location of person contacted
Travelers checks	Actual cost/Intl only		Receipt required
Miscellaneous	Up to \$2.50 per day		Itemize
	Over \$2.50 per day		Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

- (1) Original receipts are required.
- (2) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages and (d) receipts, names and business affiliations of guests are provided.
- (3) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
- (4) Personal car mileage is taken from the Rand McNally **Standard Highway Mileage Guide** which assumes that travel is to the center of the city you are going to. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your travel voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.
- (5) Reimbursement for two round trips to and from the Lansing airport. Limited to the fare amount to and from campus.
- (6) Conference registration fees may be paid on a Direct Pay Voucher.

FEDERAL KEY CITIES FOR  
FOR \$33.00 MEAL PER DIEM

ALASKA

All locations

CALIFORNIA

Death Valley

Los Angeles

Palm Springs

Sacramento

San Diego

San Francisco

San Jose

San Mateo

Santa Barbara

Santa Cruz

South Lake Tahoe

Yosemite National Park

COLORADO

Aspen

Boulder

Denver

Keystone/Silverthorne

Vail

CONNECTICUT

Hartford

Salisbury

DISTRICT OF COLUMBIA

Washington, D.C.

FLORIDA

Miami

GEORGIA

Atlanta

HAWAII

Island of Oahu

ILLINOIS

Chicago

LOUISIANA

New Orleans

MARYLAND

Baltimore

Columbia

Ocean City

MASSACHUSETTS

Andover

Boston

Martha's Vineyard

MICHIGAN

Detroit

NEVADA

Las Vegas

NEW JERSEY

Atlantic City

Eatontown

Newark

Ocean City/Cape May

Princeton/Trenton

NEW MEXICO

Cloudcroft

Santa Fe

NEW YORK

Monticello

New York City

Saratoga Springs

White Plains

OHIO

Cleveland

PENNSYLVANIA

Philadelphia

Valley Forge

RHODE ISLAND

Newport

SOUTH CAROLINA

Hilton Head

TEXAS

Dallas/Fort Worth

Houston

VIRGINIA

Williamsburg

WASHINGTON

Seattle

IN-STATE MILEAGE CHART

Adrian	73	Comstock	71	Highland Park	80
Albion	40	Constantine	110	Hillsdale	70
Algonac	119	Coopersville	86	Holland	88
Allegan	87	Corunna	35	Holly	63
Allendale	81	Croswell	125	Holt	11
Alma	49	Crystal Falls	453	Homer	60
Alpena	211	Davison	59	Houghton	504
Ann Arbor	63	Decatur	102	Howard City	94
Auburn Heights	80	DeTour	286	Howell	34
Bad Axe	134	Detroit	85	Hubbell	505
Baldwin	134	Dowagiac	118	Hudson	71
Bangor	102	Drayton Plains	71	Imlay City	84
Baraga	468	Dunbar Exp. Sta.	280	Ionia	38
Battle Creek	49	Dundee	88	Iron Mountain	423
Bay City	82	Durand	35	Iron River	469
Belding	55	E. Grand Rapids	62	Ironwood	535
Bellaire	194	East Jordan	196	Ishpeming	409
Benton Harbor	120	Eaton Rapids	20	Ithaca	43
Berkley	78	Edmore	73	Jackson	32
Berrien Springs	132	Entrican	76	Jonesville	72
Bessemer	534	Escanaba	372	Kalamazoo	75
Big Rapids	107	Essexville	86	Kalkaska	172
Birmingham	78	Evart	106	Kellogg Bio. Sta.	61
Blissfield	87	Farmington	63	Kellogg Farm	61
Bloomfield Hills	75	Fennville	106	Kellogg Forest	66
Boyer City	196	Fenton	59	Kettunen Ct.	130
Brighton	45	Ferndale	77	Kingsford	430
Bronson	85	Flat Rock	95	L'Anse	457
Buchanan	136	Flint	50	Lake City Exp. Sta.	138
Cadillac	129	Flushing	49	Lake Linden	508
Calumet	510	Fowlerville	25	Lake Odessa	36
Caro	98	Frankenmuth	71	Lake Orion	82
Carrolton	69	Frankfort	177	Lapeer	71
Carson City	44	Fremont	114	Laurium	510
Cass City	113	Galesburg	63	Lawton	92
Cassopolis	118	Gaylord	168	Leslie	24
Cedar	196	Gladstone	363	Litchfield	68
Cedar Springs	85	Gladwin	111	Livonia	70
Centreville	95	Graham Exp. Sta.	71	Lowell	54
Charlevoix	206	Grand Blanc	54	Ludington	158
Charlotte	23	Grand Haven	96	Mackinaw City	221
Chatham	356	Grand Ledge	15	Mancelona	182
Cheboygan	216	Grand Rapids	66	Manchester	68
Chelsea	61	Grandville	74	Manistee	171
Chesaning	50	Grant	94	Manistique	318
Clare	80	Grayling	143	Manton	138
Clarkston	77	Gull Lake	61	Marcellus	110
Clawson	77	Greenville	65	Marine City	123
Clear Lake	60	Hancock	496	Marlette	107
Clinton	74	Harbor Beach	150	Marquette	404
Clio	57	Harbor Springs	216	Marshall	45
Coldwater	69	Harrison	96	Marysville	125
		Hart	136	Mason	14
		Hartford	105	Menominee	426
		Hastings	50	Middleville	61
		Hidden Lake	64	Midland	86
		Higgins Lake	130	Milan	79
				Milford	59



Mill Lake	59	Scottville	158
Mohawk	517	Sebewaing	111
Monroe	101	Shelby	134
Montague	120	Shouthfield	71
Morenci	87	South Haven	110
Morrice	23	South Lyon	58
Mt. Clements	94	Sparta	85
Mt. Pleasant	65	Spring Arbor	45
Munising	348	Spring Lake	96
Muskegon	104	Springport	36
Nashville	39	St. Charles	52
Negaunee	407	St. Clair	130
New Baltimore	105	St. Ignace	231
New Buffalo	148	St. Johns	21
Newaygo	103	St. Joseph	120
Newberry	298	St. Louis	51
Niles	128	St. Mary's Lake	48
Northport	199	Stambaugh	471
Northville	64	Standish	114
Norway	416	Stanton	61
Olivet	34	Sturgis	91
Onaway	217	Sylvan Lake	65
Ontonagon	505	Tawas City	146
Orchard Lake	71	Tecumseh	78
Otsego	80	Three Oaks	145
Ovid	26	Three Rivers	102
Owosso	31	Traverse City	172
Oxford	85	Troy	86
Parma	46	Tustin	147
Paw Paw	92	Union City	76
Perry	20	Utica	85
Petoskey	202	Vassar	85
Pinconning	102	Vicksburg	77
Pigeon	128	Wakefield	530
Plainwell	78	Walden Woods	45
Plymouth	70	Walled Lake	58
Pontiac	70	Warren	85
Port Austin	149	Watervliet	105
Port Huron	119	Wayland	87
Port Sanilac	134	Webberville	19
Portland	25	West Branch	126
Quincy	77	White Pigeon	111
Ramsay	535	Whitehall	121
Reed City	119	Williamston	14
Reese	82	Wyandotte	96
Richmond	115	Yale	108
Rochester	80	Ypsilanti	71
Rockford	78	Zeeland	88
Rogers City	249		
Roscommon	141		
Russ Forest	112		
Saginaw	70		
Sandusky	122		
Saranac	48		
Slt. Ste. Marie	278		

Airports

Willow Run	72
Metropolitan	88
Capitol City	10

Colleges & Universities

Central Michigan U.	65
Eastern Michigan U.	69
Grand Valley	79
Northern Michigan U.	392
Oakland University	80
Saginaw Valley	71
Western Michigan U.	76
Univ. of Michigan	62

Hospitals

Ingham Medical	5.5
Lansing General	4.5
Sparrow	4.5
St. Lawrence	7
MDPH	8
Red Cross	4.5

OUT-OF-STATE MILEAGE CHART

ALABAMA

Birmingham	706
Huntsville	610
Mobile	945
Montgomery	797
Tuscaloosa	754

ARIZONA

Phoenix	1891
Tucson	1869

ARKANSAS

Little Rock	805
-------------	-----

CALIFORNIA

Los Angeles	2219
Sacramento	2243
San Diego	2240
San Francisco	2336

COLORADO

Boulder	1201
Colorado Springs	1222
Denver	1196

CONNECTICUT

Hartford	763
New Haven	735
Stanford	696

DELAWARE

Dores	635
Wilmington	604

DISTRICT OF COLUMBIA

Washington, D.C.	551
------------------	-----

FLORIDA

Ft. Lauderdale	1325
Miami	1348
Orlando	1142
Tampa	1160

GEORGIA

Atlanta	790
Augusta	774
Savannah	892

IDAHO

Boise	1884
-------	------

ILLINOIS

Champaign	326
Argonne	266
Chicago	216
Chicago (O'Hare)	233
Peoria	241
Springfield	375

INDIANA

Evansville	415
Fort Wayne	132
Gary	184
Indianapolis	248
South Bend	134

IOWA

Cedar Rapids	426
Des Moines	529

KANSAS

Kansas City	688
Topeka	747
Wichita	872

KENTUCKY

Bowling Green	460
Lexington	351
Louisville	356

LOUISIANA

Baton Rouge	1043
New Orleans	1030

MAINE

Augusta	967
Caribou	1196

MARYLAND

Annapolis	573
Baltimore	548

MASSACHUSETTS

Boston	843
--------	-----

MINNESOTA

Duluth	647
Minneapolis	611
St. Paul	601

MISSISSIPPI

Columbus	560
Jackson	893

MISSOURI

Columbia	560
Kansas City	683
Springfield	682
St. Louis	470

MONTANA

Helena	1631
--------	------

NEBRASKA

Hastings	814
Lincoln	713
Omaha	656

NEVADA

Carson City	2124
Las Vegas	1969
Reno	2110

NEW HAMPSHIRE

Concord	835
Manchester	844

NEW JERSEY

Atlantic City	679
Newark	661
Trenton	641

NEW MEXICO

Albuquerque	1465
Santa Fe	1433

NEW YORK

Albany	680
Buffalo	402
New York City	682
Syracuse	545

NORTH CAROLINA

Charlotte	687
Greensboro	650
Raleigh	726
Winston-Salem	624

NORTH DAKOTA

Bismark	1037
Fargo	844

OHIO

Cincinnati	271
Cleveland	215
Columbus	244
Dayton	228

OKLAHOMA

Oklahoma City	970
Tulsa	866

OREGON

Eugene	2322
Portland	2289
Salem	2327

PENNSYLVANIA

Harrisburg	519
Philadelphia	618
Pittsburgh	332

RHODE ISLAND

Newport	836
Providence	832

SOUTH CAROLINA

Charleston	874
Columbia	766

SOUTH DAKOTA

Pierre	969
Sioux Falls	753

TENNESSEE

Chattanooga	610
Knoxville	524
Memphis	682
Nashville	513

TEXAS

Austin	1284
Dallas	1100
El Paso	1614
Fort Worth	1124
Houston	1234
San Antonio	1361

UTAH

Provo	1610
Salt Lake City	1587

VERMONT

Burlington	776
Montpelier	811

VIRGINIA

Norfolk	711
Richmond	628
Roanoke	579

WASHINGTON

Olympia	2259
Seattle	2219

WEST VIRGINIA

Charleston	399
Huntington	371
Parkersburg	337

WISCONSIN

Green Bay	403
Madison	354
Milwaukee	293

WYOMING

Casper	1235
Cheyenne	1151

CANADA

Montreal	634
Quebec	795
Toronto	298

COLLEGES & UNIVERSITIES

Indiana University	298
Northwestern Univ.	236
Notre Dame	134
Ohio State Univ.	244
Purdue University	235
Univ. of Chicago	216
Univ. of Illinois	
(Champaign-Urbana)	326
Univ. of Minnesota	611
Univ. of Wisconsin	354



This section must be completed prior to departure.  
See back of pink copy for complete instructions.

Date: 9-30-87



# MICHIGAN STATE UNIVERSITY

# TRAVEL VOUCHER

Page 1 of 2

## TRAVEL AUTHORIZATION

This section must be completed prior to departure. See back of pink copy for complete instructions.

Name Smith John 123-44-5678  
(Last) (First) (Soc. Sec. or Student #)

Department International Programs Unit Code 12345

Room/Building 207 International Center

Check One: ☒ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

Date of Departure 6/1/87 Date of Return 6/8/87

Destination(s): Brasilia & Rio de Jan., Brazil, S.A.  
City State Country (if foreign travel)

Travel Reimbursed by: MSU Funds ☒ Non-MSU Funds ☐ Travel Advance \$ ☐ None ☒

Reimbursement Limited to: \_\_\_\_\_

Approval for use of Motor Pool Vehicle: Yes ☐ No ☒ J. M. Dean

Approval for Overseas Travel-Dean or Vice President J. M. Dean

PURPOSE OF TRIP: Review progress under the contract

## EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT	DATE		AMOUNT
6/1	MSU	Lansing Airport	10 mi.	.20	2.00			
	LV Lansing 1:30 PM		Air		589.00 *	6/1	Int'l P/D 2/4 @ 6.00	3.00
6/2		ARR Rio de Janeiro 9:00 AM				6/2	Int'l P/D 2/4 @ 6.00	3.00
						6/2	Rio de Janeiro P/D 2/4 @ 95.00	47.50
6/2	Rio de Janeiro Airport	Hotel	Taxi		7.50	6/2	Rio de Janeiro Airport Tax	2.25
6/3	Rio de Janeiro Hotel	Airport	Taxi		7.50			
6/3	LV Rio de Janeiro 12:30 PM		Air		300.00	6/3	Rio de Janeiro P/D 3/4 @ 95.00	71.25
6/3		ARR Brasilia 3:00 PM				6/3	Brasilia P/D 1/4 @ 86.00	21.50
6/3	Brasilia Airport	Hotel	Taxi		5.25			
6/4	Hotel	Embassy	Taxi		25.00	6/4	Brasilia P/D 4/4 @ 86.00	86.00
6/4	Embassy	AID	Taxi		10.00			
6/4	AID	Hotel	Taxi		12.50			

Travel Sub-Total \$

Subsistence and Misc-Sub-Total \$ 559.10

I certify that the expenses claimed herein were necessary and reasonable in carrying out my University responsibilities and are reimbursable under University policy.

John Smith 6-8-87 Rose Bowl 6/9/87  
Traveler's Signature Date Unit Administrator Designate Date

## Report on Out-of-State Travel

Major purpose of trip. (check one only)

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Travel in support of professional improvement    | 5. <input type="checkbox"/> Travel in support of administrative function     |
| 2. <input type="checkbox"/> Travel in support of instructional program       | 6. <input type="checkbox"/> Travel in support of intercollegiate competition |
| 3. <input checked="" type="checkbox"/> Travel in support of research program | 7. <input type="checkbox"/> Travel in support of international programs      |
| 4. <input type="checkbox"/> Travel in support of public service program      | 8. <input type="checkbox"/> Miscellaneous travel not covered above           |

This section should be completed if travel took place outside of the State of Michigan.

## ACCOUNT TO BE CHARGED

Page: 70-38  
Date: 9-30-87

DEPARTMENT International Programs

ADDRESS 207 International Center

ACCOUNT NUMBER OBJECT CLASS AMOUNT

71-XXXX 026 1,734.60

71-XXX1 026 589.00\*

Administrative Approvals (Signature(s))

John Smith 5/1/87  
Unit Administrator Date

Unit Administrator Date

J. M. Dean 6/9/87  
Contract and Grant Cashier's Planning and Budgets

## SUBSISTENCE AND MISCELLANEOUS

Br - Breakfast LU - Lunch Di - Dinner  
Lo - Lodging M - Miscellaneous

Contracts and Grants

Travel Sub-Total \$ 1764.50

Total Claim \$ 2323.60

Accounts Payable

Limit \$

Accounting

Check number

Date



# MICHIGAN STATE UNIVERSITY

# TRAVEL VOUCHER

Page 2 of 2

## TRAVEL AUTHORIZATION

This section must be completed prior to departure.  
See back of pink copy for complete instructions.

Name Smith John 123-44-5678  
(Last) (First) (Soc. Sec. or Student #)

Department International Programs Unit Code 12345

Room/Building 207 International Center

One: ☐ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Destination(s): Brasilia & Rio de Jan., Brazil, S.A.  
City State Country (if foreign travel)

Travel Reimbursed by: MSU Funds \_\_\_\_\_ Non-MSU Funds \_\_\_\_\_ Travel Advance \$ \_\_\_\_\_ None \_\_\_\_\_

Reimbursement Limited to: \_\_\_\_\_

Approval for use of Motor Pool Vehicle: Yes \_\_\_\_\_ No \_\_\_\_\_

Approval for Overseas Travel-Dean or Vice President \_\_\_\_\_

PURPOSE OF TRIP: Review progress under the contract.

## EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
6/5	Brasilia Hotel	Airport	Taxi		5.25
6/5	LV Brasilia 10:30 AM		Air		200.00
		ARR Belo Horizonte 11:30 AM			
6/5	Belo Airport	Hotel	Taxi		4.75
6/7	Belo Hotel	Airport	Taxi		4.75
6/7	LV Belo 10:00 PM		Air		589.00
		ARR Lansing 6:00 PM			
6/8	Lansing Airport	MSU	10 mi.	.20	2.00

Travel Sub-Total \$

## ACCOUNT TO BE CHARGED

Page: 70.39  
Date: 9-30-87

DEPARTMENT International Programs

ADDRESS 207 International Center

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
71-XXXX	026	

Administrative Approvals (Signature(s))

Unit Administrator \_\_\_\_\_ Date \_\_\_\_\_

Unit Administrator \_\_\_\_\_ Date \_\_\_\_\_

Contract and Grant \_\_\_\_\_ Cashier's \_\_\_\_\_ Planning and Budgets \_\_\_\_\_

## SUBSISTENCE AND MISCELLANEOUS

Br - Breakfast LU - Lunch DI - Dinner  
Lo - Lodging M - Miscellaneous

DATE		AMOUNT
6/5	Brasilia P/D 2/4 @ 86 .00	43.00
6/5	Belo Horizonte P/D 2/4 @ 105.00	52.50
6/6-		
6/7	Belo P/D 2 Days @ 105.00	210.00
6/7	Belo Airport Tax	2.10
6/8	Int'l P/D 3/4 @ 6.00	4.50
6/8	Airport Parking	12.50

Subsistence and Misc-Sub-Total \$

I certify that the expenses claimed herein were necessary and reasonable in carrying out my University responsibilities and are reimbursable under University policy.

Reviewed and Verified:

Traveller's Signature \_\_\_\_\_ Date \_\_\_\_\_ Unit Administrator Designate \_\_\_\_\_ Date \_\_\_\_\_

## Report on Out-of-State Travel

Major purpose of trip. (check one only)

- |   |  |
|---|--|
| 1. <input type="checkbox"/> Travel in support of professional improvement | 5. <input type="checkbox"/> Travel in support of administrative function     |
| 2. <input type="checkbox"/> Travel in support of instructional program    | 6. <input type="checkbox"/> Travel in support of intercollegiate competition |
| 3. <input type="checkbox"/> Travel in support of research program         | 7. <input type="checkbox"/> Travel in support of international programs      |
| 4. <input type="checkbox"/> Travel in support of public service program   | 8. <input type="checkbox"/> Miscellaneous travel not covered above           |

This section should be completed if travel took place outside of the State of Michigan.

Contracts and Grants

Travel Sub-Total \$

Total Claim \$

Accounts Payable

Limit \$

Accounting

Check number

Date



Type of Expenditure	Reimbursement Rate	Original Receipts Required
Lodging		
Room	At actual cost (single rate)	Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost	Itemized receipt and statement of its use
Tips	Only once each occupancy to to exceed \$2.00	None
Meals-not included in conference fee. Includes tips.		
	<b>Standard</b>	<b>Federal Key Cities</b>
Full Day	\$25.00 maximum	\$33.00 maximum
Breakfast	4.50 maximum	6.00 maximum
Lunch	6.50 maximum	8.00 maximum
Dinner	14.00 maximum	19.00 maximum
Guest (2, 3)	Full Reimbursement	Full Reimbursement
		Name of guest(s) and his/her position(s). Receipts if more than maximum allowance.
Transportation		
Personal car-miles (4)	22.5 cents per mile	None
Mileage-vicinity travel	22.5 cents per mile	Itemized separate from enroute miles.
Bridge and toll road	Full reimbursement	None
Pulling trailer	1 cent per mile	none
Driving extra car	Split of single car reimbursement	None
Lansing airport (5)	22.5 cents per mile	None
Commercial Carrier - Plane, train, bus, ship	Lowest round trip fair	Commercial carrier's original receipt (ticket stubs for airfares)
Taxi	Lowest possible cost	None
Limousine	Lowest possible cost	Receipt required
University vehicle	Gas, repairs and towing (no mileage)	Receipt for payment made
Rental vehicle	Economy class rate	Itemized receipt from rental agency
Private plane	Lowest of round trip air fare or car mileage	None
Parking - private or MSU car	Up to \$3.00 per day	None
Other		
Conference expenses (6)	Full reimbursement	Itemized receipts
Telephone and telegrams	Actual cost	Date of call, name, position and location of person contacted
Travelers checks	Actual cost/Intl only	Receipt required
Miscellaneous	Up to \$2.50 per day Over \$2.50 per day	Itemize Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense	Same as listed above

- (1) Original receipts are required.
- (2) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages and (d) receipts, names and business affiliations of guests are provided.
- (3) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
- (4) Personal car mileage is taken from the Rand McNally Standard Highway Mileage Guide which assumes that travel is to the center of the city you are going to. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your travel voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.
- (5) Reimbursement for two round trips to and from the Lansing airport. Limited to the fare amount to and from campus.
- (6) Conference registration fees may be paid on a Direct Pay Voucher.

January 1988

# SELECTED TRAVEL POLICIES AND PROCEDURES

MICHIGAN STATE UNIVERSITY



Travel policies and procedures are set forth in detail in the Manual of Business Procedures, Volume I Sect. 70. A brief summary of travel policies and a memorandum space are given here. See chart on the back for reimbursable expenses and receipts required.

## Authorization

**Local travel**—Local travel is authorized by the Dean of your college sending an authorization letter to Accounts Payable, 360 Administration. If reimbursement is requested a triplog must be kept. **In-state, Out-of-State and Foreign travel** are authorized on the Travel Voucher, General Stores Stock # 140-2786.

### Private Vehicles

Gas, repairs, towing etc. are included in the mileage. Parking, tolls, etc. are separately reimbursable. For purposes of reimbursement, personal car mileage is taken from the most recent version of the **Rand-McNally Standard Highway Mileage Guide**. This reference assumes that travel is to the center of the city you are going to. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your travel voucher.

### University-owned Vehicles

If a vehicle has been assigned to a department, sign out and sign in on departmental records. If a Motor Pool vehicle is requested, present the signed Travel Voucher, General Stores Stock - 140-2786. An insurance card for the vehicle is in the glove box of the Motor Pool car and gasoline credit cards are in the key holder.

## Rental Vehicles

Economy class when available. Request MSU Corporate rate or any lower advertised specials. Check traveler's own insurance to determine liability coverage. In many cases a traveler's own collision insurance will cover her/him in case of a collision. This may remove the need to buy a collision rider.

### Plane Fare

Must be at economy, coach or tourist class rates unless the traveler certifies on the travel voucher that such classes were not available. For Foreign travel, see Manual of Business Procedures, Sect. 70.

## Deductible Expenses

In many instances, the expenses that you incur in excess of the amounts reimbursable under the University Travel Regulations may be a deductible expense for income tax purposes. Please consult with your tax preparer.

## Travel Advances

Advances are limited to graduate students, employees who are not eligible for a Corporate Card and enroute foreign travel expenses.

## Obtaining an Advance

Present authorization form (graduate assistants-appointment papers also) to Cashiers Office, 110 Administration Building, 8:15 a.m. to 4:15 p.m. If a trip is cancelled, the advance is due immediately.

## Repayment of an Advance

Advances are due 30 days from the trip completion date. Prepare a Travel Voucher for reimbursement and submit it with original receipts to Accounts Payable. The voucher should be made out to "MSU for the account of **traveler's name**." The Travel Advance Office will deduct the amount owed and refund the difference or bill for the balance due.

## Insurance

For personal injury, report circumstances to immediate supervisor, University Office of Risk Management (355-5022) and Workers Compensation Office (353-5394) as soon as possible. For further explanation of insurance coverage, refer to the Manual of Business Procedures, Sect. 35.

### Cost of Travel Expenses

[illegible]

## INVOICE PROCESSING SYSTEM

- I. GENERAL - The invoice processing system is used to process payments for all items obtained by purchase order (excluding purchase order drafts).

### II. PROCEDURES

- A. Upon receipt of a vendor invoice, Accounts Payable will audit the invoice and schedule it for payment according to the terms of the purchase order and the invoice. A copy of the invoice and Form CO-IA-19C, "Vendor Invoice Confirmation" see Sample, Page 74.3) will be forwarded to the ordering department, indicating the date scheduled for payment.
- B. The ordering department should verify receipt of materials or services covered by the vendor invoice.
1. If the materials or services have been satisfactorily received, the department should retain the invoice copy for their records. No further action is required. The invoice will be paid on the date indicated.
  2. If payment should not be made (damaged goods, incomplete shipment, etc.) the department should make a copy of the invoice for its files and return the invoice and the Vendor Invoice Confirmation form to Accounts Payable indicating the reason for withholding payment. Accounts Payable will withhold payment or pay that portion of the invoice approved for payment. The department must follow through with the Purchasing Department to obtain the necessary corrections from the vendor.



## VOUCHERS

### I. DIRECT PAYMENT VOUCHER

#### A. Purpose

1. This voucher was designed to simplify payment when a requisition and purchase order are impractical because of the nature of the payment. Examples include payments to lecturers and entertainers, refunds and other situations where an invoice is not normally submitted. Advance payments can normally be made using a purchase order draft.
2. This voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order (such as subscriptions) and must not be used after a purchase order has been issued.

#### B. Form

Direct Payment Voucher forms (see sample, page 75.9) may be obtained from Stores, stock order #140-2478.

#### C. Preparation

1. The voucher must be typed by the initiating department, giving the complete name and address of the payee, the department name, account number(s), and object code(s) to be charged. If the payment represents compensation to an individual who performed services as an

(Vouchers continued)

independent contractor, the social security number and home address of the payee must be included on the form in order to comply with IRS regulations (see page 55.15 of the Payroll Section for additional guidance regarding independent contractors).

2. Only one person or company can be paid on a single voucher.
3. The purpose for payment must be indicated in detail in the body of the voucher and should include dates, where applicable, such as in the case of performers or memberships.
4. Special handling instructions need to be indicated and highlighted in the body of the voucher.
5. Sales tax should not be included in the total payment as the University is tax exempt.
6. Any detail, including invoices or contracts explaining the reason for the payment, should be stapled to the white copy.
7. Material to accompany the check, if any, should be attached to the blue copy.
8. The voucher must be signed by an authorized signer.

D. Restrictions

1. Direct payment vouchers cannot be used to pay compensation or honoraria unless the individuals meet the criteria of an independent contractor (see page 55.1, item I.,B.).

(Vouchers continued)

2. Direct payment vouchers may not be used for reimbursement of local meals at off-campus facilities. Reimbursement vouchers should be used in such instances. An explanation of why campus facilities were not used should also be included on the voucher. See Section 45 regarding the use of non-MSU facilities.
3. Direct payment vouchers can be used for the payment of off-campus lodging expenses for University guests if an explanation is included on the voucher as to why University facilities were not used.
4. Questions concerning the propriety of using direct payment vouchers to pay individuals should be addressed to Accounts Payable, 360 Administration Building, telephone 355-0331, in advance of the performance of the services in question.

E. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable for verification and approval.
2. A direct payment voucher charged to a research grant account (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.



(Vouchers continued)

3. A direct payment voucher charged to a general fund salary account should be forwarded to the Office of Planning and Budgets, 321 Administration Building, for approval.
4. After audit, Accounts Payable will forward the voucher to the Accounting Department for payment.
5. Accounting compares the signature on the direct payment voucher to the signature on authorized signature forms.
6. Accounting will assign a voucher check number and prepare the check.
7. The check is mailed directly to the payee with the blue copy.
8. The paid voucher is distributed as follows:  
White - Accounting Department  
Blue - Payee

## II. MULTIPLE CHECK VOUCHER

### A. Purpose

This voucher facilitates payments of a common nature to more than one payee (e.g., fee refunds, payments to conference participants, etc.), and eliminates the need to prepare separate vouchers for each payee.

### B. Form

Multiple Check Voucher forms (see sample, page 75.10) may be obtained from Stores, stock order #140-2570.

(Vouchers continued)

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of each payee, the department name, account number, and object code to be charged. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. If the payments represent compensation to individuals for services performed as independent contractors, the social security number and home address of each payee must be included on the form in order to comply with IRS regulations. See page 55.1, item I.,B., on the criteria for independent contractor status.
2. If more than one page is necessary, separate multiple check vouchers must be prepared, with the total indicated on each multiple check voucher submitted.
3. Multiple check vouchers may only be charged to one account and one object code.
4. Receipts, where applicable (conference receipts, etc.), must be attached to the voucher.
5. The multiple check voucher must be signed by an authorized signer.

D. Routing

1. The original and the blue copy should be forwarded to Accounts Payable (see item D.2 below for Contract and

(Vouchers continued)

Grant Accounts). The initiating department should make a copy of the voucher for their files.

2. Multiple check vouchers with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
3. After approval, Accounts Payable forwards the voucher to Accounting for payment.
4. Accounting compares the signature on the multiple check voucher to the signatures on authorized signature forms.
5. Accounting assigns voucher check numbers and prepares a check for each payee listed.
6. The checks are mailed directly to the payees.
7. The paid voucher is retained in the Accounting Department.

### III. REIMBURSEMENT VOUCHER

#### A. Purposes

1. To reimburse a petty cash fund.
2. To reimburse persons who use their own funds for legitimate University purposes, such as procuring small quantities of supplies in an emergency or purchasing meals or lodging (while not in travel status) for University guests (see Section 45). Use of this voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a



(Vouchers continued)

requisition and purchase order. This voucher must not be used for a transaction after a purchase order has been issued - a duplicate payment to the vendor may result.

3. Reimbursement vouchers should not be used for reimbursable payments which are to be mailed (e.g., conference fees, professional membership dues, etc.). These payments should be made directly by using a direct payment voucher.
4. Purchases made by individuals from their own funds have a limited reimbursement of \$100 for any one item, receipt or invoice.
5. Reimbursement is limited to material or services obtained directly by the individual making the purchase (such as material picked up from a vendor in the local area).
6. Under no circumstances are purchases made by individuals to be delivered to or through the University's Receiving Department. Purchases delivered in this manner (without a purchase order number) are not readily identifiable and cause severe delivery problems.

B. Form

The three-part Reimbursement Voucher forms (see sample, page 75.11) may be obtained from Stores, stock order #140-2646.

(Vouchers continued)

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of the payee, the department name, account number(s), and object code(s) to be charged. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. THE PURPOSE OF THE EXPENDITURE MUST BE NOTED ON THE VOUCHER.
2. Several purchases may be listed on one voucher.
3. An original receipt, showing date of purchase and amount of payment, should be attached to the voucher for each purchase. If the nature of the expenditure is such that no receipt is rendered and the amount is less than \$10.00 (e.g., parking meters, phone calls made on a pay phone) the purchaser's signature is required in the signature column. If no receipt is available for an expenditure greater than \$10.00, a memo explaining the purchase and the reason why a receipt is not available must accompany the voucher. This memo must be signed by the purchaser and approved by the chairperson or director of the department.

In the event that a personal check was used for a payment, a copy of the cancelled check is acceptable for reimbursement.

4. The voucher requires the signature of the person to be reimbursed and the signature of someone administratively

(Vouchers continued)

senior to the payee who is also an authorized signer for the account(s) charged. It is not appropriate for the payee to also authorize their own reimbursement.

D. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable, 360 Administration Building, for verification and approval.
2. A reimbursement voucher with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
3. After approval, Accounts Payable will forward the voucher to the Accounting Department for payment.
4. Accounting compares signature on the reimbursement voucher to signatures on authorized signature forms.
5. Accounting assigns a voucher check number and prepares the check.
6. Checks are mailed directly to the persons to be reimbursed.
7. The paid voucher is distributed as follows:  
White - Accounting Department  
Blue - Payee



(Vouchers continued)

IV. TRAVEL VOUCHER

- A. Travel regulations in general are written in Section 70.
- B. For guidelines regarding travel vouchers, including their purpose and preparation, refer to page 70.1 (TOC for the Travel Section).
- C. For specific information regarding travel vouchers for foreign travel, refer to page 70.1 (TOC for the Travel Section).
- D. For authorization of travel and reimbursements thereof, refer to page 70.1 (TOC for the Travel Section).
- E. The reimbursement chart for travel expenses is provided on page 70.31.

V. WEEKLY VOUCHER CHECK SUMMARY

Each week the Accounting Department mails a report which summarizes, by account number, all checks written for that week. For each check, the summary report indicates the payee name, check number, paydate, type of voucher, account number, and object code charged and the amount (see sample on page 75.12).

A3811-01

MICHIGAN STATE UNIVERSITY  
WEEKLY VOUCHER CHECK SUMMARY REPORTREPORT DATE: 11/30/87  
PERIOD COVERED: 11/23/87 - 11/30/87  
PAGE: 1ACCOUNT # : 12-3456 MAIL CODE: 01601  
DEPT. NAME : DEAN'S OFFICE  
ACCT. NAME : OPERATING ACCOUNT  
ADMN. RESP. : XYZ COLLEGE

PAYMENT DATE	OBJECT CLASS	PAYEE NAME	PROJECT CODE	P.O. NUMBER	CHECK TYPE	CHECK NUMBER	AMOUNT
11/30/87	040	VENDOR 1			DIRECT PAY	135882	79.64
11/25/87	071	VENDOR 2			DIRECT PAY	135475	11,810.09
11/25/87	071	VENDOR 3			DIRECT PAY	135476	1,576.66
11/30/87	130	PAYEE A			MULTIPLE CHECK	136088	22.50
11/30/87	130	PAYEE B			MULTIPLE CHECK	136085	67.54
11/30/87	130	PAYEE C			MULTIPLE CHECK	136083	28.64
11/30/87	130	PAYEE D			MULTIPLE CHECK	136084	78.86
11/30/87	130	PAYEE E			MULTIPLE CHECK	136086	30.00
11/30/87	130	PAYEE F			MULTIPLE CHECK	136087	19.56
11/24/87	021	TRAVELER A			TRAVEL VOUCHER	134924	68.40
11/25/87	021	TRAVELER B			TRAVEL VOUCHER	135321	462.40
					**TOTAL:		14,244.29

Page: 75.12  
Date: 9-30-87

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Index

\*\*\*\*\*

CONTROLLER'S OFFICE

	<u>Pages</u>
Accidents, Reporting of	35.4
Account Numbering	5.1
Account Request, New	5.2
Accounts Receivable	10.1
Alcoholic Beverages	45.2 - 45.6
Authorized Signature Forms	68.1
Budget Reallocation	12.1
Cash Handling	15.1
Cash Receipts	15.1
Change of Name, Address	55.13
Checking Accounts	15.5
Checks Refunded or Cancelled	15.6
Check Cashing	16.1
Checks: Lost, Stolen, Destroyed	43.1
Collection Advice	10.4
Compensation for Nonregular Assignments or Duties	55.16
Delinquent Receivables	10.3
Departmental Bookkeeping	1.1
Departmental Invoice Summary	74.2, 74.4
Departmental Receivables	10.1
Deposits	15.1



MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Index - Continued

\*\*\*\*\*

CONTROLLER'S OFFICE

	<u>Pages</u>
Depreciation Policy	19.1
Direct Payment Voucher	75.1
Employees, New	55.4
Employees Withholding	55.2
Encumbrance Adjustments	18.1
Expenditure Codes	20.1
Field Trips	25.1
Food and Lodging Purchased On Campus Charged to University Accounts	46.1
Foreign Checks	15.3
Graduate Assistant Stipends	55.2
Honoraria	75.2
Identification Cards	30.1
Independent Contractors	55.1
Insurance Department	35.1
Invoice Processing System	74.1
Journal Vouchers	40.1
Loss Prevention	35.3, 35.5
Meals and Lodging	45.1, 46.1, 70.31
Membership Dues	47.1
Military Pay	55.18

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Index - Continued

\*\*\*\*\*

CONTROLLER'S OFFICE

	<u>Pages</u>
Moving Expense Policy	53.1
Multiple Check Voucher	75.4
Object Codes	
Expense	20.1
Revenue	65.1
Overtime	55.17
Payroll Department	
Cash Advances	55.10
Direct Deposits	55.8
New Employees	55.4
Pay Periods and Dates	55.2
Time Cards	55.5, 55.17
Petty Cash	60.1
Reconciliation	1.4
Reimbursement Voucher	75.6
Revenue Codes	65.1
Safety Inspection	35.5
Sales and Use Tax, Michigan	50.1
Signature Requirements	66.1
Signers on University Accounts	68.1
Student Employees	55.5, 55.6

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Index - Continued

\*\*\*\*\*

CONTROLLER'S OFFICE

	<u>Pages</u>
Student Receivables	10.4
Taxes, Sales and Use	50.1
Temporary Appointees	55.1
Tips	45.1, 70.31
Transfer of Funds	40.1
Travel Advances	70.20
Travel Insurance	35.13
Travel Regulations	70.1
Travel Voucher	70.24, 70.37, 70.38
Vehicle Insurance	35.9
Vouchers	75.1
Worksheet for Commitments	1.1





MANUAL OF BUSINESS PROCEDURES  
VOLUME II

<u>PAGE</u>	<u>LAST UPDATE</u>	<u>PAGE</u>	<u>LAST UPDATE</u>
TOC II.1 - TOC II.2	9-30-86	315.1 - 315.2	9-30-87
200.1	3-31-83	315.3 - 315.4	9-30-85
200.2	9-30-85	315.5	9-30-86
200.3	6-30-82	315.6	9-30-85
200.4	9-30-77	315.7	9-30-86
205.1 - 205.15	9-30-86	315.8 - 315.9	9-30-85
210.1 - 210.15	9-30-87	315.10	3-31-83
220.1 - 220.13	9-30-85	315.11	9-30-85
220.14	9-30-86	315.12	9-30-77
220.15	9-30-85	315.13 - 315.14	9-30-85
220.16	9-30-86	320.1	9-30-86
220.17 - 220.23	9-30-85	320.2	5-31-84
223.1	9-30-85	320.3	9-30-86
224.1 - 224.13	9-30-86	325.1 - 325.3	5-31-84
225.1 - 225.4	9-30-85	330.1	9-30-77
225.5	9-30-86	335.1 - 335.3	3-31-80
230.1 - 230.9	9-30-87	340.1 - 340.2	9-30-87
235.1 - 235.2	9-30-87	IND II.1 - IND II.4	9-30-87
236.1	9-30-87		
236.2	9-30-86		
240.1 - 240.4	9-30-85		
240.5	9-30-87		
240.6	9-30-85		
245.1	9-30-86		
245.2 - 245.6	9-30-87		
250.1	9-30-87		
255.1 - 255.3	9-30-87		
260.1	9-30-87		
260.2	9-30-86		
260.3 - 260.4	9-30-87		
260.5	9-30-85		
265.1	9-30-87		
265.2	9-30-85		
265.3 - 265.6	9-30-87		
270.1 - 270.5	9-30-85		
270.6	9-30-86		
270.7 - 270.10	9-30-85		
270.11 - 270.17	5-31-84		
275.1	9-30-87		
275.2	5-31-84		
280.1 - 280.6	9-30-85		
280.7	5-31-84		
280.8	9-30-85		
285.1 - 285.3	9-30-87		
290.1 - 290.2	9-30-87		
300.1 - 300.7	9-30-86		
305.1 - 305.2	9-30-87		
305.3	9-30-85		
310.1	9-30-86		

ADMINISTRATIVE INFORMATION SERVICES DEPARTMENT

I. GENERAL

The Administrative Information Services Department (AIS), located at Room 2 Administration Building (telephone 353-4420) is responsible for providing administrative data processing support to Michigan State University colleges and departments, and the development and implementation of University management information systems.

II. REQUEST FOR SERVICES

A. Programming Services

Requesting department must send a Request for Application Support form (Stores Stock Order Number 140-2448) to the AIS Department outlining the programming services required. Requests for programming services not submitted on a Request for Application Support form will be returned to the requesting department. See Exhibit I (page 210.13) for a sample and instructions on completing the Request for Application Support form. Completed requests should be carried or mailed to the AIS Department Office, Room 2 Administration Building.

B. Signature Digitization

Signatures may now be digitized for a fee for use on output from the Xerox 9700 Advanced Electronic Printing System. Depending on the use of the signature, two (2) security levels will be observed.

Level 1: Signatures for forms or output that have no security requirements will be permanently housed in the Xerox Advanced Electronic Printing System. The user will



(Administrative Information Services Cont.)

sign a release (Exhibit II, page 210.14) and the release will be retained as the documentation of authorization.

Scheduled productional use of the signature can be made without user intervention.

Level 2: Signatures for forms or output that have security requirements will be handled in the following manner:

- a) All secured forms and signatures will be permanently housed on a special printer floppy disk. This disk pack will be given to the user and must be supplied to AIS for printing. No backups will be maintained in AIS for secured forms and signatures.
- b) Production printing of secured forms.

In addition to scheduling the job(s) necessary for creation of secured form output, the user will schedule a time for printing of secured form output. At the scheduled time the user will present secured floppy disk to AIS Operations. The secured output will be printed. The user will remain present for the entire printing operation. At the conclusion of printing the operations staff will delete and verify deletion of all secured files.

(Administrative Information Services Cont.)

C. Production Services

Productional jobs should be requested from AIS via a "Standard Request Memo" at least three (3) days prior to the desired run date. The user must fill out the request form with the user supplied setup information and deliver it to the Input/Output window of AIS located on the ground level, Room 47 Administration Building. Output from a job will be available at AIS on the morning following the run date.

Any jobs that require preprocessing, such as keying by AIS Data Entry, will require additional lead time depending on volume of work to be completed. This time may be determined by contacting AIS.

"Standard Request Memos" for existing productional jobs (jobs not requiring programming support) should be obtained from AIS. A unique "Standard Request Memo" exists for each productional job run in AIS. A sample Standard Request Memo for job G0491, which produces address mailing labels, is found in the Manual of Business Procedures (section 240, Mail Distribution Labels, page 240.6).

D. Network Access (Connection)

1. Administrative Information Network

Requests to AIS for initial or additional connection(s) to the Administrative Information Network should be addressed to Administrative Information Services, Attention, Manager of Hardware/Communications and contain the following information:

- a. State type of equipment and quantity to be connected. For AIS supplied equipment or user supplied equipment, see section E.1 (page 210.5) for acceptable device types.

(Administrative Information Services Cont.)

- b. Location at which equipment is to be installed.
- c. User department common unit code.
- d. Billable account number.
- e. Name and telephone number of contact person.
- f. Desired installation date.
- g. Authorized department signature.

A representative of the AIS Hardware/Communication staff will prepare a cost estimate for the specific equipment required to meet the needs of the user department and will consult with the user department, as required, to facilitate the installation. Estimates for site preparation will be provided if requested.

User departments requesting connection to the Administrative Information Network should notify AIS as soon as the need is identified because there may be delays caused by equipment availability and/or site preparation. There may also be certain limitations due to current network configurations. Early notification allows AIS to plan for and overcome these problems.

2. Administrative Office Automation Network

Requests to AIS for initial or additional connections to the Administrative Office Automation Network should be addressed to the AIS Department, Attention, Manager of Office Automation Support.

A representative of the AIS Office Automation Support staff will assist in the evaluation and selection of available alternatives in connecting to the Administrative Office Automation Network. Installation and training



(Administrative Information Services Cont.)

plans will be developed to meet the requesting department's needs. A written request will be prepared containing the following information:

- a. State type of equipment and quantity to be connected. For AIS supplied equipment or user supplied equipment, see section E.2 (page 210.6) for acceptable device types.
- b. Location at which equipment is to be installed.
- c. User department's common unit code.
- d. Billable account number.
- e. Name and telephone number of contact person.
- f. Desired installation date.
- g. Authorized department signature.

A representative of the AIS Hardware/Communication staff will assist in the physical installation specifications, prepare the installation site pertaining to the work request, and install the AIS supplied hardware.

Departments requesting connection to the Administrative Office Automation Network should notify AIS as soon as the need is identified because there may be delays caused by equipment availability and/or site preparation. There may also be certain limitations due to current network configurations. Early notification allows AIS to plan for and overcome these problems.

E. Equipment Considerations

1. Administrative Information Network

The following list indicates equipment available through AIS and acceptable user department equipment:

(Administrative Information Services Cont.)

- a. Local Attachment - Directly attached to the AIS IBM 3090/150 coaxial cable.
  1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.
  2. User Department Equipment - SNA 3270 terminals and printers or SNA 3270 compatible terminals and printers attached to an AIS communication controller.
- b. Remote Attachment - Attached to the AIS IBM 3090/150 host by modems over the broadband cable at speeds of 9600 - 19.2 BPS using SNA/SDLC communication protocol.
  1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.
  2. User Department Equipment - SNA/SDLC 3270 emulating devices, or SNA 3270 terminals and printers, or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

2. Administrative Office Automation Network

The following list indicates equipment available through AIS and acceptable user department equipment attachable directly to distributed IBM 5520 administrative systems by twinaxial cable:

- a. AIS Equipment - IBM 5520 terminals and printers.
- b. User Department Equipment - IBM compatible personal computers with IBM 5520 emulation convenience kit.

(Administrative Information Services Cont.)

3. Remote Job Entry (RJE)

- a. 2780 bisync device or emulator over dedicated telephone line at a speed of 2400 BPS.

F. Equipment Repairs

1. AIS Equipment

The AIS department will secure repair service for all equipment currently on lease or purchased through AIS at no charge to the user department. Requests for repairs should be phoned to the AIS teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

- a. Machine type.
- b. Machine location.
- c. Contact person.
- d. Office address and phone number of the contact person.
- e. Description of problem or service required.

Charges received by AIS from vendors providing repair service because of misuse, or damage caused by vandalism or accident (i.e., food spillage, relocation, etc.) by the user department, will be passed on to the user. Replacement costs of equipment because of theft will also be passed on to the user.

2. User Department Equipment

User departments are responsible for repairs to their equipment. AIS will investigate problems with user department equipment and if it is determined the cause of



(Administrative Information Services Cont.)

the problem is in AIS equipment, AIS will secure repair service at no charge to the user department. Problems should be phoned to the AIS teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

- a. Machine type.
- b. Machine location.
- c. Contact person.
- d. Office address and phone number of the contact person.
- e. Description of problem or service required.

Time spent by AIS personnel on problems determined to be caused by user department equipment will be billed to the user department at an hourly rate (two hour minimum). Additionally, any vendor charges incurred by AIS while investigating problems caused by user department equipment will be passed on to the user.

G. CICS Access Procedures

The CICS network provides a major vehicle for bringing information, and data processing functions, directly to the user community. Through the use of predefined transactions, and products such as Easytrieve, users are able to access and maintain their own data, and other institutional data relevant to their business functions.

This section describes the procedures required to obtain authorization for access to the CICS network. This authorization includes both terminals and operators, and pertains to access to the network and the various transactions available through it. Requests for terminal acquisition and the associated physical connection to the network are covered in the previous sections on "Network Access" and "Equipment Considerations."

(Administrative Information Services Cont.)

1. CICS Access for Terminal Operators

- a. An operator sign-on and password issued by AIS are needed for a terminal operator to use the CICS network. password from AIS.
- b. The request for an operator sign-on should be communicated to AIS using an Access Request Memorandum (see Exhibit III, page 210.15). These are available from AIS, and will be supplied when a new terminal is installed or connected to the network.

2. CICS Application Access Procedure

- a. In order to access any of the application systems available through the CICS network, approval from the application owner must be obtained.
- b. The request for access should be sent to the application owner. They will authorize the request and forward it to AIS.
- c. The access request may be for a single individual or for a unit. If access is granted for the unit, future requests can be made directly to AIS without specific authorization from the application owner for each request.

3. End User Computing Access Procedure

1. Access to end user computing facilities and tools is granted on a departmental basis. The initial request will be addressed to the Information Center Section of AIS.

(Administrative Information Services Cont.)

2. A meeting will be arranged between the requestor and Information Center Staff. At this time specific requirements including files to be accessed and training materials will be discussed.

III. PRESERVATION OF PERSONAL PRIVACY AND CONTROL OF SENSITIVE FILES

- A. There exists public and legislative concern and regulation about individual rights to personal privacy. Use of computerized data processing has greatly increased the volume of available personal data, and has sensitized public awareness to the privacy issue. The computer is a tool to be used or misused. The issue of individual privacy and the computer, therefore, can only be resolved by regulating the user, not the computer.
- B. Overall responsibility for the security of the AIS Department and all facilities located in the Department rests with the Director of AIS, who prescribes the procedures by which users may gain access to the Department. Beyond the responsibilities of the Director, the overall responsibility for security of data, software applications, and program bases resides with the functional file owner as listed below:

<u>Data Files</u>	<u>Functional File Owner</u>
Student Records	Registrar
Admissions	Office of Admissions
Alumni	Alumni/Donor Records
University Business	Assistant Vice President for Finance
Budget	Office of Planning and Budget
Academic Personnel	Provost
Non-Academic Personnel	Director of Personnel



(Administrative Information Services Cont.)

- C. No personal or sensitive information will be extracted from automated files without the specific prior written approval of the functional file owner. The AIS Department cannot honor any request for data or access to source programs without such prior written approval. A copy of the release authorization request should be sent to the AIS Department by the requesting user. Release authorization is normally granted on a one time basis only for specific information or data. Should the requestor require the information on a recurring basis, the original request for the release of the data or information must specifically identify the request as a recurring authorization request.

IV. LONG-TERM RETENTION TAPE FILES

Long-term retention tape files which are retained for a period equal to or exceeding one (1) year will be retained in the off-site storage. A second copy will be retained at AIS for productional use.

- A. Long-term retention tapes will be exercised and/or copied on a regular schedule to insure that all the data on the tape still exists and is readable.
- B. Users will be provided with a listing of long-term retention tapes listed in data set name order on a quarterly basis. The users will be allowed to extend retention dates on long-term tapes through the use of the Request For Application Support Form (RAS), page 210.13, to AIS.

V. METHOD OF PAYMENT

Payments for AIS services are made through transfer of funds from accounts established by the Office of the Controller. Units without University account numbers are billed by the Accounts Receivable

(Administrative Information Services Cont.)

Department, Office of the Controller; these payments may be mailed to the Accounts Receivable Division or made at the Cashier's Office, 110 Administration Building.

VI. BILLING AND MONTHLY STATEMENTS

- A. AIS prepares two copies of the monthly billing statement, one of which is sent to the user department while the other is retained by AIS. Only transactions which occurred during the billing period shown on the statement are included. Billing questions should be directed to Administrative Information Services, 353-4420.
- B. Department charges will be reflected on a monthly ledger distributed by the Accounting Department. Monthly statements for non-University account number holders are processed by the Accounts Receivable Department.
- C. Charges for services rendered may not be divided between two or more accounts. Charges will be billed to the requesting department. Two or more departments sharing the cost should make their own arrangements for distribution of the charge.



EXHIBIT I

## ADMINISTRATIVE INFORMATION SERVICES

## REQUEST FOR APPLICATION SUPPORT

SEND TO: ADMINISTRATIVE INFORMATION SERVICES  
RAS REQUESTS  
ROOM 2 ADMINISTRATION BUILDING  
PH: 353-4420

DATE RECEIVED

Page: 210.13  
Date: 9-30-87

AIS DOCUMENT NUMBER

AIS USER CODE

PLEASE TYPE OR PRINT IN BLACK INK

SHADED AREAS WILL BE COMPLETED BY AIS

PROJECT CODE (IF KNOWN) (4)	ACCOUNT NUMBER (5)	DATE PREPARED (6)	REQUESTED DUE DATE (7)	PRIORITY NUMBER (8)
REQUESTOR NAME (9)		TELEPHONE (9)	AUTHORIZING NAME (PRIMARY) (11)	TELEPHONE (11)
REQUESTOR'S OFFICE, ROOM NO., BUILDING (9)		AUTHORIZING SIGNATURES		
		REQUESTORS SIGNATURE (12)	DATE	
		AUTHORIZING SIGNATURE (12)	DATE	
UNIV. COMMON UNIT CODE (10)	UNIT NAME (10)	AUTHORIZING SIGNATURE (12)	DATE	

BRIEF DESCRIPTION OF REQUEST (MAXIMUM 80 CHARACTERS)

REQUEST FOR:

☐

COST ESTIMATE

☐

IMPLEMENTATION

☐

RESEARCH

☐

REVISE PREVIOUS AIS REQUEST NO. \_\_\_\_\_

DETAILED DESCRIPTION OF REQUEST

☐ SEE ATTACHMENT

EMPLOYEE NUMBER

COMMENTS TO REQUESTOR

DATE COMPLETED

☐ SEE ATTACHMENT

INSTRUCTIONS ON BACK

Stock # 140-2448

MSU is an Affirmative Action/Equal Opportunity Institution



# - INSTRUCTIONS -

**WHEN USED** - The Request for Application Support (RAS) is used to request new systems development or enhancement services from Administrative Information Services. It should NOT be used to request scheduling or execution of existing production jobstreams, this is done with a Standard Request Memo (SRM). Nor should it be used to request security access changes, this is done with an Access Request Memorandum (ARM).

**GENERAL** - To ensure accurate request tracking, AIS can accept RAS requests only on this yellow 'Request for Application Support' form (with attachments as needed). Requests submitted in any other format, or which lack required information as specified below, will be returned to the requestor. Please clearly print or type the request in black ink so that it can be photocopied in AIS.

A copy of this form will be returned to the requesting individual when the requested service is complete.  
For a more detailed description of this form's use, and samples of the completed form, see the M.S.U. Manual of Business Procedures.  
Additional copies of this form are available from MSU General Stores.

## FORM USAGE -

1. Date Received - For AIS internal use. The date the request arrived at AIS.
2. AIS Document Number - For AIS internal use. AIS assigned tracking number.
3. AIS User Code - For AIS internal use. Used by AIS to group requests for reporting at In-Process Reviews (IPRs).
4. Project Code - Code used for AIS billing process. If you do not know this code leave this space blank. AIS will establish one for your account if you don't already have one.
5. Account Number - (Required) - University account number to be charged for the requested services. Courtesy customers should specify the account number that would be charged if they were billable customers.
6. Date Prepared - (Required) - The date you fill out this form.
7. Requested Due Date - (Required) - Date by which the service requested should be completed. Please be realistic and avoid arbitrarily chosen dates. An entry here other than a valid date will be completed based on our time constraints.  
  
If the requested due date reflects a regulatory requirement, or was chosen so that the request will be complete before a production run of an existing system, please note this in the 'Detailed Description of Request' section of this form.
8. Priority Number - (Required) - Priority of this request within the AIS user group's outstanding requests.
9. Requestor Name, Telephone, Office Address - (Required) - Identifies the individual requesting the service, and whom AIS may query for information. A copy of the completed request will be sent to the person listed in this section.
10. University Common Unit Code & Name - (Required) - Requestor's department code and name.
11. Authorizing Name & Telephone - (Required) - This section should identify the authorizing manager of the unit initiating the request. This person's name & signature must be on file in AIS in association with the AIS user code for verification.
12. Authorizing Signature(s) - (Required) - Signature(s) of authorized customer manager(s).
13. Brief Description of Request - (Required) - A short (80 characters or fewer) description of the request. This line will be entered as a description in AIS's automated tracking system to identify the request.
14. Request for: - (Required) - This tells AIS what action you wish taken. If you check . . .
  - a) Cost Estimate, AIS will send you a written estimate of the requested service's cost. To implement that request, submit a second request with the estimate attached asking AIS to perform the service
  - b) Implementation, AIS will perform the requested service, billing you for actual costs if you are a non-courtesy customer.
  - c) Research, AIS will investigate the issue noted and report back to you.
  - d) Revise Previous AIS Request No. \_\_\_\_\_, AIS will integrate new or changed specifications under 'Detailed Description of Request' with a previous in-process request. Call AIS to obtain the document number of the previous request
15. Detailed Description of Request - (Required) - A detailed description of the service being requested. Include the reason for the requested due date. Identify other units (if any) that may be affected by the request. If possible, include the objective your unit hopes to realize through this request (this helps AIS assess relationships between in-process requests). Requests for certain services require additional information. So, if you are requesting . . .
  - a) Development of a new system, broadly describe the proposed system's cost and benefit implications for your unit and the University.
  - b) Improvement to an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., if possible. Broadly describe its cost and benefit implications
  - c) Correction of problems with an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., and list the symptoms of the problem, including any error codes or messages that occur. Attach samples if possible.
  - d) Revision or implementation of a previous in-process request, you need not completely recopy the previous request. Simply refer to the previous request by document number.

EMPLOYEE NAME	START DATE	COMPLETE DATE	WORK HOURS
ACTION TAKEN/COMMENTS:			
<input type="checkbox"/> SEE ATTACHMENT			

(Administrative Information Services Cont.)

EXHIBIT II

**ADMINISTRATIVE INFORMATION SERVICES  
ADVANCED ELECTRONIC PRINTER  
SIGNATURE STORAGE RELEASE FORM**

I, the undersigned, authorize the Administrative Information Services Department to store my digitized signature, identification number \_\_\_\_\_, for use on the Advanced Electronic Printing Systems. Administrative Information Services will be responsible for the placement of my signature on the following forms:

FORM#	DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_



DATE RECEIVED	<b>MICHIGAN STATE UNIVERSITY</b> <b>ADMINISTRATIVE INFORMATION SERVICES</b> <b>ACCESS REQUEST MEMORANDUM</b> Send to: Information Services Access Request Room 2 Administration Building 353-4420	USER CODE
		Page: 210.15 Date: 9-30-87
		DOCUMENT NUMBER

**REQUESTOR INFORMATION**

REQUESTOR'S NAME, TITLE	REQUESTOR'S SIGNATURE	PHONE	DATE PREPARED
COMMON UNIT CODE	DEPARTMENT	ACCOUNT #	REQUESTED COMPLETION DATE
RETURN ACCESS INFORMATION TO:	<input type="checkbox"/> REQUESTOR <input type="checkbox"/> OPERATOR <input type="checkbox"/> BOTH	SPECIAL INSTRUCTIONS	

**TYPE OF REQUEST**

NETWORK ACCESS: <input type="checkbox"/> ADD THIS OPERATOR <input type="checkbox"/> CHANGE INFORMATION FOR THIS OPERATOR <input type="checkbox"/> DELETE THIS OPERATOR	APPLICATION ACCESS: <input type="checkbox"/> ADD THIS OPERATOR/TERMINAL <input type="checkbox"/> CHANGE ACCESS LEVEL FOR THIS OPERATOR/TERMINAL <input type="checkbox"/> DELETE ACCESS FOR THIS OPERATOR/TERMINAL
--	---

**OPERATOR INFORMATION**

OPERATORS FULL NAME, DEPARTMENT	ADDRESS	PHONE	EMPLOYEE ID
---------------------------------	---------	-------	-------------

**APPLICATION ACCESS INFORMATION FOR:****APPLICATION AUTHORIZATION**
☐ Access Approval Authority Previously Received

AUTHORIZING SIGNATURE(S)	DATE:
--------------------------	-------

**This Section to be Completed by Administrative Information Services**

Operator Name \_\_\_\_\_ Operator ID \_\_\_\_\_

Network Password \_\_\_\_\_ Application Password \_\_\_\_\_

Completed by:

Date:



## INSTRUCTIONS

1. The following information is REQUIRED on ALL requests:

- a. REQUESTOR NAME, TITLE - the name of a person in your office authorized to submit requests
- b. SIGNATURE - signature of the person identified as the requestor
- c. PHONE - requestor's phone number
- d. DATE PREPARED - today's date
- e. COMMON UNIT CODE - the 5-digit department number
- f. DEPARTMENT - department name
- g. RETURN ACCESS INFORMATION TO: - indicate where you wish ADP to send the completed request (including passwords and other information).
- h. TYPE OF REQUEST - there are basically two types of requests, requests to access the network (NETWORK ACCESS) and requests to use a specific application (APPLICATION ACCESS). A single form may be used to specify both types of requests for A SINGLE OPERATOR.
- i. OPERATORS FULL NAME, DEPARTMENT - the operators name and department
- j. ADDRESS - campus mail address for the operator
- k. PHONE - phone number for this operator
- l. EMPLOYEE ID - the employee number (SSN) for this employee

2. Other information which may be used on any request:

- a. REQUESTED COMPLETION DATE - requests are typically processed on the Tuesday after they are received. You may use this field to indicate an alternative date.

3. Additional information required for APPLICATION ACCESS requests:

- a. In order to request access to an application system you must be using a form customized for that application.
- b. The authorizing signature box MUST be completed.

## LABORATORY ANIMAL CARE SERVICE

### I. GENERAL

- A. Laboratory Animal Care Service (LACS) located at C-100 Clinical Center, telephone number 353-5064, provides campus-wide services for:
  - 1. Laboratory animal medicine and care; and
  - 2. Procurement of animals for authorized research and teaching.
- B. The department office should be called two days prior to the time services are needed (except for clinical emergencies).
- C. The "Policies, Responsibilities and Procedures for Animal Use and Care at Michigan State University" document is available from LACS, and is also present in each animal facility site book, along with copies of relevant laws and guidelines.

### II. NON-PROFESSIONAL SERVICES

LACS offers, on a charge basis, the following non-professional services.

- A. Care of animals (specimens or colonies).
- B. Feed and bedding supplies.
- C. Surgical and anesthetic services.
- D. Cage cleaning (washing).
- E. Trucking of cages, animals, feed, etc.

### III. PROFESSIONAL SERVICES

LACS offers, free of charge, the following services:

- A. Consultation on facilities, experimental design, and utilization of species.

(Laboratory Animal Care Service Continued)

- B. Consultation and/or veterinary inspection regarding disease prevention, diagnosis and treatment of laboratory species.
- C. Consultation on procurement and distribution of animals and animal supplies.

IV. SURGERY FACILITIES

For a nominal fee, the use of LACS operated suites for surgery may be scheduled by calling the department office. These suites are located in the Clinical Center and Life Sciences buildings.

V. ANIMALS

- A. To order animals, Form O-15117 (see page 230.6, Exhibit II), should be completed and submitted to the LACS office. This form can be obtained by calling 353-5063. Only one specie may be included on each order. To expedite orders, phone in all orders before noon on Thursday, for shipment the following week. Paperwork should follow.
- B. Delivery of standard research animals requires up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species need from four to eight weeks. Call LACS for specific information concerning standard and non-standard animals.
- C. The pink copy should be retained by the ordering department and the remaining copies should be sent to the LACS office.
- D. Claims for shortages, unusable animals, crushed shipping containers, etc., should be directed to LACS by calling 353-5063. The white original will be returned to the department when charges are processed.



(Laboratory Animal Care Service Continued)

VI. CHARGES FOR ANIMALS, SERVICES AND MATERIALS

- A. Upon receipt of a request by a department or investigator to supply animals, services and materials, LACS will fill out Form 0-13433 (see page 230.7, Exhibit III).
- B. When delivery takes place, the investigator or authorized departmental representative must sign the form and retain the first copy to check it against LACS's monthly billings.

VII. BUDGET RESPONSIBILITY

It is the responsibility of each department to request only such materials, services or animals as can be paid out of available fund balances.

VIII. STATEMENTS

- A. The cut-off date of the Friday before the 25th day of the month has been established to facilitate posting of departmental charges. Charges for materials, services or animals delivered between this date and the last day of the month will be charged in the following month.
- B. In checking ledger sheets, departments should advise LACS of any discrepancies between the charges to their account and the total receipt cards received during the accounting month.
- C. Charges will appear on the department or grant's ledger sheet as 082 for supplies, 071 for contractual services or 010 for salaries.

IX. TRAINING

LACS maintains an extensive library consisting of:

(Laboratory Animal Care Service Continued)

- A. books,
- B. periodicals,
- C. videotapes,
- D. slide tape programs, and
- E. pamphlets and news clippings

for self study on all aspects of animal welfare, experimentation, humane care and ethical issues. This material is also available to high school students to use in preparation for term papers and debates.

LACS sponsors a series of monthly seminars on animals in research. These seminars are advertised campus-wide and attract a broad range of participants. LACS also distributes a campus-wide newsletter.

The Training Coordinator for LACS is responsible for educational programs for those who work with research animals. These programs provide information on:

- A. Pertinent policies and regulations,
- B. Laboratory animal care and disease monitoring,
- C. Clinical techniques utilized in research animals, and
- D. The continuing debate surrounding the use of animals in research.

Form LACS/E-101 (see page 230.8, Exhibit IV) is utilized to document attendance at a LACS educational/training session. Individuals attending these sessions are asked to evaluate the educational/training session by completing form LACS/E-102 (see page 230.9, Exhibit V).

EXHIBIT I  
LABORATORY ANIMAL CARE SERVICE  
Michigan State University

POLICIES FOR ASSIGNMENT OF ANIMAL SPACE BY L.A.C.S.

1. Assignment of space by the Laboratory Animal Care Service (LACS) will be based on first come, first served. In the case of conflicting claims on space, if the issue cannot be resolved by the department chairman involved, the matter will be referred to the Dean's Advisory Group.
2. Compatible experiments utilizing identical or different species will sometimes be housed in the same room with notification and concurrence of the investigators involved.
3. All animals in LACS areas will be maintained to meet state and federal laboratory animal care regulations. Total care will be provided by LACS unless other arrangements have been made. Standards for animal care are set forth in Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals as revised, and the Animal Welfare Act.
4. Charges will be on a per diem cage charge established by LACS on the basis of periodic actual cost studies.

Note: Animal technicians will work on a routine daily schedule so that animals are cared for each day at approximately the same period of time. They can be available to hold animals or otherwise directly assist in experiments when prior arrangements have been made. Unless a part of the experiment, diets of known quality and composition will be selected by LACS.

"Animal care" includes:

- a. Daily feeding
- b. Daily watering
- c. Cleaning of cages and racks
- d. Exercising where required
- e. Cleaning of entire rooms and corridors
- f. Daily observation and recording of animals' condition
- g. 24-hour emergency veterinary service (no charge)



## EXHIBIT II

## USDA REPORTING CATEGORIES

X                      Y                      Z

(Number of Animals)

MICHIGAN STATE UNIVERSITY

## LABORATORY ANIMAL CARE SERVICE

Release No. 18346

## MUST BE FILLED IN BY REQUISITIONER

From \_\_\_\_\_ Dept. Phone No. \_\_\_\_\_ Acc't No. \_\_\_\_\_

Deliver to room or building \_\_\_\_\_ Investigator \_\_\_\_\_ Date to be delivered \_\_\_\_\_

Office to be billed \_\_\_\_\_ Sign \_\_\_\_\_  
Bldg. and room Department Head or Authorized Rep. Date of Order

Description of Item or Service	Quantity		Amount	Per Diem Rate X Time	Miscellaneous	Grand Total
	Ordered	Billed				
<b>TOTAL</b>						

**Credit**      Laboratory Animal Care Service

Acc't No. 21-3019

*MSU is an Affirmative Action/Equal Opportunity Institution*

.5117

Signature

Date \_\_\_\_\_

EXHIBIT III

ACCOUNT NO.	REL. NO.	REL. DATE	DEL. DATE	BILL-DATE	CODE	QUANTITY	SYMBOL	AMOUNT
INVESTIGATOR _____							Nº 19864	
DELIVER TO ROOM _____ BLDG. _____							ACCOUNT NO.	
DESCRIPTION _____							RELEASE NO.	
SIGNATURES: _____							RELEASE DATE	
DEALER: _____ RECEIVED BY: _____							DELIVERY DATE	
LABORATORY ANIMAL CARE SERVICE							BILLING DATE	
MICHIGAN STATE UNIVERSITY							CODE	
MSU is an Affirmative Action/Equal Opportunity Institution							QUANTITY	
							SYMBOL	
							TOTAL CHARGE	

O-13433

## MICHIGAN STATE UNIVERSITY

LABORATORY ANIMAL CARE SERVICE  
C BUILDING • CLINICAL CENTER  
TELEPHONE (517) 353-5064

EAST LANSING • MICHIGAN • 48824-1313

RECORD OF ATTENDANCE  
AT L.A.C.S. EDUCATIONAL/TRAINING SESSION

(Please Print)

PRINCIPAL INVESTIGATOR\_\_\_\_\_

PERSON ATTENDING SESSION\_\_\_\_\_

POSITION AT MSU\_\_\_\_\_

MSU WORK ADDRESS\_\_\_\_\_

WORK PHONE\_\_\_\_\_

TOPIC(S) AT  
EDUCATIONAL/TRAINING SESSION\_\_\_\_\_

DATE OF SESSION\_\_\_\_\_

INSTRUCTOR\_\_\_\_\_

INSTRUCTOR'S SIGNATURE\_\_\_\_\_

LACS/E-101



## MICHIGAN STATE UNIVERSITY

LABORATORY ANIMAL CARE SERVICE  
C BUILDING • CLINICAL CENTER  
TELEPHONE (517) 353-5064

EAST LANSING • MICHIGAN • 48824-1313

## EVALUATION OF L.A.C.S. EDUCATIONAL/TRAINING SESSION

TOPIC(S) AT EDUCATIONAL/TRAINING SESSION \_\_\_\_\_

DATE OF SESSION \_\_\_\_\_

INSTRUCTOR(S) \_\_\_\_\_

1. What helped you to learn the material presented? \_\_\_\_\_

---

---

---

---

2. What hindered you from learning? \_\_\_\_\_

---

---

---

---

3. What changes would you suggest? \_\_\_\_\_

---

---

---

---

Thank-you for taking the time to complete this evaluation form.

Please return it to: Sally O. Walshaw, M.A., V.M.D.  
Training Coordinator  
Laboratory Animal Care Service  
Clinical Center, Building C

LACS/E-102

### LIBRARY COPY CENTERS

- I. Library Copy Centers are available to copy material at five cents per copy on 8½ x 11 or 8½ x 14 inch paper or fifty-five cents per copy on transparencies. Copies made on the reduction/enlargement machines are five cents each, and 11 x 17 inch copies are ten cents each.
- II. Copy Centers maintain regular Library hours. Copy Center II, situated in the West Wing of the Main Library, is also open extended hours during the term -- until 1:00 a.m. weeknights, and until 2:00 a.m. during finals week. The Copy Center in the Business Library closes at 10:30 p.m. Sunday through Thursday, and at 5:30 p.m. Friday and Saturday. That center is closed during term breaks.
- III. Patrons can copy their own material at all Copy Centers. At the Main Copy Center, located across from the Information/Reference Desk, material may be left for copying by the Copy Center staff for a small service charge.
- IV. VISA and Mastercard charges require the Copy Center attendant to fill out a charge form. The customer must have a valid card and be authorized to use the account. Sales totaling less than one dollar may not be charged on VISA or Mastercard. Amounts above the floor limit are phoned into the Bankcard Center for approval.
- V. No paperwork is required for self-serve cash sales. A patron simply copies the material and pays the cashier for each copy made. Receipts are available upon request.

(Library Copy Centers Continued)

VI. University account sales require that the Copy Center attendant be given an account number to be charged, along with the department's name, main office address and telephone number. Each month, the charges are input into a computer to generate detailed billing statements, which are mailed to the appropriate departments. Then a list of accounts, along with the corresponding total charges being billed, is sent to the Accounting Department. As a result, the charges are debited by journal entry on the departments' monthly fund ledger.



LIBRARY - DATABASE SEARCHING SERVICES

- I. Customized retrospective searches of on-line bibliographic databases are conducted by librarians in the Social Science and Humanities Reference Library, the Science Reference Library and in a number of branch libraries. Current awareness searches which are run against each update of a database are also available. Quick searches of several popular/current interest databases are conducted by librarians in Information/Reference.
- II. Rates charged are as specified in the Library Policy and Procedure Statement 11.20 and are set at a level calculated to recover the cost of the following direct cost elements: communications, on-line connect time, off-line printing and any royalties for on-line time and printing. Therefore, the total cost of a search varies with the amount of usage. The average cost currently ranges from a low of approximately \$15 to a high of approximately \$90. Quick search rates are heavily subsidized and cost \$4 per search.
- III. For more specific information on databases available, rates or procedures for arranging for a search, contact a librarian in Information/Reference, the Science Reference Library or the Social Science and Humanities Reference Library, as appropriate for the field of interest.
- IV. A search can be paid for in cash, billed to an approved organizational account or a University account, or paid for with VISA or Mastercard.
- V. All searches are recorded on a paid search record form. Information recorded includes all details of the transaction: vendor, date, file, total on-line time, number of prints, total

(Mail Distribution Labels Cont.)

C. The distribution code indicates the range of individuals to whom documents are to be mailed. Examples:

<u>CODE</u>	<u>CODE FOR WHICH LABELS WERE MADE</u>
D	D
A-D	A, B, C, D (ALL ACADEMIC)
D,M	D & M
M	M
J-M	J, K, L, M (ALL NON-ACADEMIC)
A-D, J-M	ALL (ACADEMIC & NON-ACADEMIC)

IV. NUMBER OF LABELS - The number labels that will be printed will vary as administrative positions are adjusted. Currently, the number of labels produced for each distribution is as follows:

A = 35  
B = 58  
C = 193  
D = 19

Total Academic 305

J = 11  
K = 23  
L = 45  
M = 111

Total Non-Academic 190

TOTAL OF ALL CODES 495

V. CHANGES - Operating units should contact the Campus Mail Service (telephone 355-8294) to initiate changes to the labels.

(Vehicle and Transportation Services Cont.)

A. Daily Lease

Customers may make reservations for car, station wagon, van, truck and other vehicle rentals by telephoning the Motor Pool dispatcher at 353-5280. When the vehicle is picked up, the user must sign the charge card and provide:

1. Copy of the approved travel authorization (travel voucher form).
2. The driver's license number.
3. The department name, account number to be charged, and the name of the staff member authorizing travel.
4. The departure date and expected return date.

B. Cancellation Fee

A cancellation fee is assessed when reserved vehicles are not picked up and the reservation has not been cancelled at least 48 hours in advance.

C. Long Term Lease

Requests for long term lease of a vehicle (3 months or longer) require appropriate approval and completion of a Request for Long Term Lease of a University Vehicle (Form O-12491). Questions may be directed to the Automotive Services Department (353-5280).

D. Qualifications of Drivers and Use of University Vehicles

1. Qualifications of drivers and use of University vehicles must be in accordance with all laws and regulations of the Federal government, the State of Michigan, the stipulations of the Office of Risk Management and Insurance, and the University Travel Regulations (Manual of Business Procedures, Sections 35 and 70, respectively).
2. Drivers of University vehicles are vulnerable to public critique. Complaints and criticism can be avoided if each driver:
  - a. Uses University vehicles for approved University business travel only.
  - b. Avoids use of the vehicle in a manner or place which appears to be personal rather than official.
  - c. Observes all traffic laws and regulations; drives carefully and courteously; and operates the vehicle safely within existing driving conditions.



(Vehicle and Transportation Services Cont.)

III. BUS SERVICE

A. General Information

University departments, faculty/staff/student groups and other organizations may arrange with the Automotive Services Department to charter University buses with driver. Chartering groups and organizations must comply with University policies and regulations, and the charter must be of such a purpose and nature that it and the conduct of all participants does not detract from the public image of the University.

As a general rule, a University account is necessary to arrange payment for services.

Bus charters and cost estimates can be obtained by telephoning the Automotive Services Department (353-5280). The Bus System Office is located in the Central Services Building, facing the East side of Spartan Stadium, and is open from 7:00 a.m. until 5:00 p.m., Monday through Friday. A "Request for Interdepartment Material and Service" (Stores stock #140-2842) may be submitted to reach the Automotive Services Department 72 hours before departure to make charter arrangements when prior telephone reservations have not been made.

B. Special Services

Complete bus charter coordination and arrangements for conferences, special events, workshops, conventions, etc. is available. Estimates may be obtained from the Automotive Services Department (353-5280).

C. Cancellation Fee

A cancellation fee is assessed when Michigan State University charter bus reservations are not cancelled at least 48 hours in advance.

IV. GARAGE SERVICE

Michigan State University provides vehicle repair, supplies, maintenance, and other fleet services at its Service Garage located on the East side of Spartan Stadium. The Service Garage operates from 7:00 a.m. to 5:00 p.m., Monday through Friday, and provides routine service (oil and lubrication) on Saturdays. Repairs and services for University vehicles should be accomplished as prescribed elsewhere in this section and copies of all repair and parts services maintained on file at the University Service Garage. Owning and using departments are responsible to insure that copies are forwarded to the Service Garage for file with maintenance records. Colleges and departments are responsible for maintaining and operating safe vehicles. To assist in timely maintenance, the Service Garage regularly provides maintenance reminder reports. To schedule appointments or arrange for other services, contact the Service Garage (355-1868).

(Vehicle and Transportation Services Cont.)

A. Procedures

When ordering supplies or services by telephone, in person or through a written request, be prepared to provide the following:

1. The department name and telephone number.
2. The supplies and services account number to be charged.
3. The vehicle number.
4. A description of the service or supply required.

B. Supplies, Services and Rates

Available materials include gasoline, diesel fuel, motor oils, antifreeze, and other parts and accessories. Available services include oil changes, lubrication, tune-ups, front-end alignment, wheel balancing, vehicle washing, wrecker service, etc. The Service Garage also arranges contracted body work and major overhauls. A current price list of services and materials is maintained at the Service Garage.

V. FUEL SERVICES

Michigan State University provides 24-hour, self-serve, automated fuel dispensing pumps located on the East side of Spartan Stadium to minimize vehicle operating expense. The system protects the University against fuel theft or fraud, instantaneously records individual vehicle fuel consumption, updates fleet fuel economy data, and charges the appropriate customer account. Inquiries regarding fuel service should be directed to the Automotive Services Department (353-5280).

VI. INVENTORY

University owned vehicles are maintained on University inventory records for insurance purposes.. See Manual of Business Procedures, Section 224, for additional information.

VII. INSURANCE

All University vehicles are covered by personal property and liability insurance as specified in the Manual of Business Procedures, Section 35.

VIII. LICENSING AND REGISTRATION

University vehicles will be licensed in accordance with the vehicle policy. Records pertaining to licensing, registration, titles and other legal documentation are maintained by the Automotive Services Department. Questions pertaining to licensing of any motor vehicle or other University equipment operating on public highways should be directed to the Automotive Services Department (353-5280). Vehicle licenses may not be altered, transferred, destroyed, or in any way removed from a vehicle without the specific authorization of the Automotive Services Department.



(Vehicle and Transportation Services Cont.)

IX. PURCHASE AND OWNERSHIP

Vehicles may be purchased as stipulated in the vehicle policy. University vehicles will normally be purchased once annually. Requisitions for vehicles are due in the Purchasing Department not later than September 1 of each fiscal year. The Purchasing Department will assemble all requisitions so that the University may purchase vehicles with the maximum fleet purchase discounts available. Questions pertaining to the purchase or lease policy may be directed to the Automotive Services Department (353-5280) or the Purchasing Department (353-5400).

X. ADDITIONS TO THE FLEET--LONG TERM LEASE OR OWNERSHIP

Vehicle purchases which result in an addition to the fleet, whether department owned or leased, require appropriate approval and completion of a Request for Long Term Lease or Ownership of a University Vehicle (Form O-12491). Questions may be directed to the Automotive Services Department (353-5280).

XI. VEHICLE RECEIPT, SALE, TRANSFER

University vehicles will be received by the Automotive Services Department where they will be appropriately identified in accordance with University policy, records updated, plates affixed, and appropriate files for administrative and maintenance records established. Transfer of vehicles between University departments will be coordinated with the Automotive Services Department. University equipment transfer notices will be utilized to effect any transfer. Sale of University vehicles will be coordinated with the Automotive Services Department. Vehicles will be physically stripped of identification decals and appropriate University administrative records will be cleared by processing the vehicle through the Automotive Services Department.

XII. VEHICLE SAFETY INSPECTIONS

Responsibility for insuring that University vehicles are maintained in safe operating condition at all times to protect the University against liability suits and assuring compliance with the laws of the State of Michigan rests with the owning department. The department is responsible to insure that maintenance records are maintained in the University Service Garage, irrespective of where maintenance work is performed. Contracts with off-campus licensed repair facilities must be coordinated through the University Service Garage. The University Service Garage and approved off-campus repair facilities are the only agencies authorized to perform vehicle repairs or service on University vehicles.

XIII. VEHICLE RECALLS

Manufacturer vehicle recalls are to be directed to the University Service Garage where appropriate records will be maintained regarding correction of defects. Departments may make arrangements to take the vehicle to the servicing dealer for repairs. However, copies of repair orders must be filed with the vehicle maintenance records at the University Service Garage.



(Vehicle and Transportation Services Cont.)

XIV. CREDIT CARDS

Credit cards should be utilized for purchase of fuel to minimize University vehicle operating expense. Automotive Services should be contacted (353-5280) to obtain fuel cards for use in the University 24-hour, self-service fuel system. Requests for credit cards from the major oil suppliers should be directed to the Accounting Office (353-2011).

XV. VEHICLE AND TRAVEL EXPENSE REIMBURSEMENT

Reimbursement applications for travel related expenses should be processed as outlined in the Manual of Business Procedures, Section 70. Most expenses associated with Automotive Services Department lease vehicles are reimbursable directly to the traveler. Questions regarding lease vehicle expenses should be directed to the Automotive Services Department (353-5280).

XVI. FIELD TRIPS

The University provides transportation capability for field trips. Policy regarding field trips is outlined in the Manual of Business Procedures, Section 25.

XVII. VEHICLE SERVICE CHARGES

Charges to departments for bus, Motor Pool, garage repair services and fuel will appear on a monthly Physical Plant billing statement. Questions regarding billing statements should be directed to the Physical Plant Administrative Services Department (355-3375). Entries on the billing statement reflect charges posted up to the statement date. The statement total appears as a single-line entry on the department monthly fund ledger.

XVIII. EMERGENCY ASSISTANCE

Emergency assistance for any University employee operating a University vehicle may be obtained by telephoning the Automotive Services office (353-5280) or the University Service Garage (355-1868). During holidays and other than normal office hours, requests for emergency assistance should be directed to the University operator (355-1855) who will contact the appropriate personnel. If necessary, these numbers may be telephoned "collect."

XIX. INFORMATION

Information and assistance pertaining to any aspect of the vehicle operation or transportation services at Michigan State University may be directed to the Automotive Services Department (353-5280).

Michigan State University

MANUAL OF BUSINESS PROCEDURES

M.S.U. PRESS

1. General

The M.S.U. Press is located at 25 Manly Miles Building, 1405 South Harrison Road, East Lansing, MI 48823-5202. Office hours are 8:00 - noon and 1:00 to 5:00 p.m. weekdays, on the days the university is in operation. The telephone number is 355-9543.

II. Services offered

A. Textbooks, syllabi, and other teaching materials for M.S.U. classes.

Academic departments are not required to send manuscripts of classroom materials for the Press' review. If the Press does become involved in having such materials printed, it will do so only in editions of 500 or more and only for those titles which cannot be produced more economically from other sources. Any inventory of such material remaining after one year may be returned to the departments. The departments will be charged the production costs for the returned material.

B. Scholarly monographs

The primary purpose of the Press is to publish scholarly monographs submitted by M.S.U. faculty and others. A prospectus or manuscript may be submitted to the Press for review. Titles will not be published without approval of the Editorial Review Committee of the Board of Directors of the Press.

A publication subsidy is not required or expected. Each manuscript will be considered on its merit. Market review, however, will be considered in the selection of titles to be published.

OFFICE SERVICES DEPARTMENT

I. GENERAL

The Office Services Department, telephone number 355-6620, located in Room 10 Berkey Hall, is open weekdays, Monday through Friday, from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. All services are performed on a charge basis.

II. WORD PROCESSING SERVICES

Word processing services are available to all departments of the University with a University account number. All work performed by Office Services is on a first-come, first-serve basis. Normally, there is a 24-hour turnaround time for correspondence. At the time work is submitted, the department is given an approximate date to expect completion of their work. We make every effort possible to meet deadlines the department may have.

A. Transcription of Cassettes and Dictaphone Belts

Correspondence, speeches, outlines, abstracts, journal articles, reports, notes, minutes of meetings, research papers, etc. may be transcribed.

B. Addressing Form Letters

Departments can order the insertion of individual names, addresses and other personalized items on a form letter, or the entire individualized letters can be run on our word processing equipment.

C. Envelopes and Labels

Departments can order the typing of envelopes and/or labels for major mailings.

D. Manuscript Typing

Departments can have manuscripts typed. Office Services will accept any manuscripts, grant proposals, etc. for typing. Highly technical papers must be accompanied with specific instructions.

E. Communication

Office Services is now equipped to communicate with other word processing equipment. We are able to type manuscripts and then send them to University Printing for typesetting.



(OFFICE SERVICES DEPARTMENT CONTINUED)

F. Tele-Edisette Recorder

Office Services has a Lanier tele-edisette recorder (dictation equipment) for use by any individual either on or off campus. The individual needs to call 355-6622 to dictate. The individual must identify himself/herself, give specific instructions and a University account number before beginning to dictate. This service usually has a 24-hour turnaround time.

III. AUTOPEN SERVICES

Signing of correspondence with an individual's original signature is available. This service is available only when an individual frequently has a large volume of correspondence requiring his/her signature on a continuing basis. Individuals wishing to use this service must purchase the matrix. Delivery time for a matrix is six to eight weeks.

IV. FACSIMILE MACHINE

Office Services has a Fujitsu dex Express 6100 facsimile machine which is able to either receive or send material to other facsimiles via the telephone line.

V. MICROFILMING

Office Services has microfilm equipment for filming, processing and viewing of microfilm. The work can either be performed in this office or the department can rent the camera on a weekly or daily basis. Either roll film or cassette film is available. We do not have the ability to produce microfiche.

VI. SPARTAN OFFICE AIDES

- A. Temporary On-Call Help - Upon request, departments can obtain the services of substitute personnel during leaves of absence, vacations, sickness, overloads of work, etc.
- B. Requesting Temporary Help - To insure that a temporary on-call employee will be assigned to you, we should receive the request for help at least one week prior to the starting date of the assignment. The department must indicate the following:
  - 1. Type of work to be performed.
  - 2. Starting date.
  - 3. Approximate ending date.
  - 4. Working hours.
  - 5. Name of supervisor to report to.
  - 6. Account number to be charged.

(OFFICE SERVICES DEPARTMENT CONTINUED)

Office Services will determine the rate for the service based on the type of work to be performed and will select an employee who best meets the required qualifications of the position.

VII. SATELLITE COPY CENTER OF UNIVERSITY PRINTING

We have a copy center equipped with a Xerox 9500, housed in Office Services, which is maintained by University Printing. Turnaround time is usually 24 hours.

VIII. SUPPLIES FROM GENERAL STORES

We have a limited amount of office supplies available to departments from General Stores. Stock will be maintained on a demand basis.

IX. LEASING OFFICE MACHINES

- A. Typewriters and related office equipment can be rented from General Stores, telephone 355-1700. Machines cannot be rented for less than one full month.
- B. Office machines can be leased to departments on a lease-purchase basis. At the end of the lease period, the machine may be purchased for its depreciated value.
- C. Maintenance of rental machines is the responsibility of General Stores. The leasing department is responsible for the following:
  - 1. Supplies needed to operate the machine.
  - 2. Expenses incurred due to misuse, theft or destruction of the equipment.

X. ORDERING LEASED OFFICE MACHINES

- A. Departments should complete and forward to General Stores, a purchase requisition stating:
  - 1. Machine specifications desired.
  - 2. Number of months rental.
  - 3. Date needed.
  - 4. Whether the machine is for short-term rental or to be leased with a purchase option.
  - 5. Account name and number to be charged.
- B. Monthly rental will be billed through an interdepartmental charge. Rental charges cannot be prepaid beyond the current fiscal year.

PHYSICAL PLANT DIVISION

I. PURPOSE OF THE SECTION

- A. Provide a guide to the wide range of Physical Plant Division services.
- B. Outline procedures to obtain services.

II. SERVICES AND PROCEDURES

A. Maintenance Services

- 1. This department operates and maintains academic buildings, maintains the utility distribution system, and performs related services. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting and glazing trades are available for departmental facilities and projects.
- 2. Call 353-1760 to obtain funded maintenance service or use the service request, "Request for Interdepartment Material or Service" (Stores stock order #140-2842, see sample on page 260.5), to hire repair services for departmental facilities and projects. Also see Section 225 for details on key and lock services.

B. Automotive Services

- 1. This department maintains the University fleet data, titles and licensing; provides fuel, lubricants, parts and repair service for University vehicles; rents sedans, station wagons, vans and trucks to departments and individuals for University business; operates the Campus Bus System; and charters buses.



(Physical Plant Division Continued)

trucking, manpower and special equipment for certain heavy moving and delivery service.

2. For basic custodial service in buildings, contact the head custodian. For other services or information, the department telephone is 355-8485. To request departmental services, use the service request, "Request for Interdepartment Material or Service."

E. Power and Water

This department operates the power plants, reservoir and wells; providing steam, electricity and water to the main campus. For information on utility capabilities, call Engineering Services at 355-3372. To report irregular utility conditions or utility interruptions, call Maintenance Services at 353-1760.

F. Telecommunication Systems

This department provides internal management activities for the University's telephone, electronics and broadband coaxial cable systems. See Maintenance Services section (page 260.1) for procedures for electronics and broadband coaxial cable systems. See Section 280 for details on telephone system and directory information service.

III. PAPERWORK, PROCESSING AND PAYMENT

- A. An approved service request leads to a Physical Plant work order; one copy of the work order is returned to the requesting department.

(Physical Plant Division Continued)

- B. Questions about the status of a project in progress should be routed to the scheduler as indicated on the work order. If the work order is misplaced, a call to the Work Control Center (353-1760) will get the right answer quickly. If the service request was directed at Automotive, Custodial, or Engineering Services, a call to the appropriate office will get prompt answers.
- C. The account number to which departmental services are charged is a major reference number to Physical Plant. Have it handy when inquiring about a job.
- D. The job number, which appears on all documents from an approved service request to final billings, is assigned by Physical Plant and helps in answering questions.
- E. The billing system provides a consolidated monthly statement of charges for departmental services provided by the Physical Plant Division. Entries on the statement reflect charges posted to the statement date. The statement total appears as a single-line entry in the department's fund ledger. Call 355-3375 to get answers to questions about monthly billings.

IV. ADDITIONAL INFORMATION

- A. The Physical Plant Division has prepared a pamphlet detailing services and procedures. To get a copy, call 355-3366.
- B. To solve problems related to Physical Plant Division services, call the appropriate Physical Plant department. If no satisfactory resolution is achieved, call the administrative offices at 355-3366.

## INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center is the central organization responsible for providing complete audiovisual and communication services needed by faculty, staff and administrators in order to facilitate and promote Michigan State University's missions of instruction, research and public service.

### I. GENERAL INFORMATION

- A. The main office of the Instructional Media Center is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Business hours are from 7:00 a.m. to 6:00 p.m. (During the summer and between terms, these hours may vary.) The telephone number is 353-3960. Audiovisual services and equipment are available to faculty, staff and registered student organizations.
- B. The IMC Graphics Studio is located in Room 233 Communication Arts and Sciences Building. Business hours are from 7:30 a.m. to 6:00 p.m. The telephone number is 353-9810.

### II. TYPES OF SERVICES

#### A. Distribution and Facilities Services

- 1. This division provides a vast array of audiovisual equipment, projectionist services and access to the 16mm film library. Equipment available includes 16mm film projectors, carousel slide projectors, overhead projectors, microphones, screens, audiotape recorders/players, filmstrip projectors and record players. One piece of each of the above equipment may



(Instructional Media Center Continued)

telephone; however, extensive and/or complex orders should be placed in writing. Requests for films from off-campus suppliers should be placed no less than thirty (30) days in advance of the show date. All films and equipment are delivered and picked up according to class and program schedules.

B. Technical Services

Audiovisual services provided by this division include rental of portable video equipment, audio and video duplication, maintenance and repair of video and audio equipment (including optical microscopes and cameras), consultation concerning the design and use of audiovisual systems, studio with complete audiotape and videotape production capabilities, telelecture, classroom lecture recordings, public address systems, and two-way radio communication services. All services are available for a fee covering equipment, materials, parts and labor. Maintenance contracts are available for department owned equipment.

C. Photographic Services

A wide variety of services are available both through the IMC Photographic Laboratory and off-campus vendors with whom we contract special processes. E-6 color slide film processing is run four times daily in our lab; this includes an evening run. Also performed are color and black and white film processing, slide duplication, black and white Itek prints, custom black and white and color printing, a variety of slide productions from original art, portrait

(Instructional Media Center Continued)

and passport photographs, location and/or studio photography, medical and scientific photography, and computer generated slides and transparencies. Pressure sensitive labels are also available in sizes ranging from 1" x 1" up to 5" x 10", made to customer specifications. All services are provided on a fee basis. For your convenience, there is a drop-off box located at the north entrance to the IMC for orders delivered after hours. Please complete order bag following sample at this location.

D. Visual and Film Production

A wide variety of graphic design and production services is provided by this division. Types of art which can be produced range from educational displays to medical illustrations. This includes art for television, original drawings for slides and transparencies, name plates, lettering and sign production, and typesetting. A Desk-top publishing option is available for the development of camera-ready copy for the printer in the areas of newsletters, fliers, prototype text, brochures, and overhead transparencies. Data to the desk-top system can be transferred directly into the computer through a modem (please contact the division for protocol). Data may also be directly entered through an optical scanner. The scanner

(Instructional Media Center Continued)

can recognize most IBM type faces and computer printouts other than laser printers. Text can then be output to either the laser printer or to a traditional typesetting machine, depending on the client's needs. In addition, there is staff available for production of multi-media presentations such as slide/tape programs, filmstrips, films and public service announcements for television broadcast. This includes design of the entire production, art and photography, script writing, editing and all lab work. This division also maintains an area for the construction and fabrication of displays for use at conventions and trade shows, as well as in departments. These services are available on a fee basis which includes materials, labor and consultation. The telephone number is 353-9810.

E. Marketing

This unit offers the promotion, distribution and sale of University sponsored instructional programs and materials developed by faculty. The staff will coordinate the packaging of the programs, determine pricing, design and produce promotional brochures, direct mail advertising to potential national and international customers, arrange copyright protection, reproduction of programs and distribution of royalties. The telephone number is 353-9229.



(Instructional Media Center Continued)

### III. BILLING STATEMENTS

Each division has order forms designed for its individual services. Copies of the invoices are mailed monthly to each department to coincide with the arrival of University fund ledgers. Invoices are attached to a summary sheet which lists charges by account number.

RADIO BROADCASTING DEPARTMENT

I. GENERAL

The Radio Broadcasting Department's general office is located in 283 Communication Arts Building. Business hours are weekdays from 8:00 a.m. to 5:00 p.m.; however, staff members are on duty 24 hours each day. The office telephone number is 355-6540.

II. SERVICES OFFERED

- A. A specialized broadcast service for the blind and physically handicapped via specially designed receivers is available without charge to eligible listeners. For further information, contact the Radio Talking Book, a division of Radio Broadcasting, at 353-9124.
- B. Recorded copies of certain programs broadcast on WKAR-AM or WKAR-FM are available for purchase. Arrangements are made through the FM Program Manager.
- C. Two-way audio communication satellite services are available upon request to faculty and staff of MSU. Contact the FM Program Manager for these services.
- D. Frequency measurements are 10 Hz to 110 MHz. Contact the Chief Engineer in this regard.
- E. Consultation and advice on the purchase and installation of audio recorders and other studio equipment, two-way radio systems, and interpretation of FCC rules and regulations can be arranged. Arrangements should be made through the Chief Engineer.

Michigan State University  
MANUAL OF BUSINESS PROCEDURES

UNIVERSITY PRINTING

I. Location & Hours

- A. University Printing, Telephone No. 355-6610 is located on the second floor of the Central Services Building. Office hours are Monday through Friday, from 7:30 to 12:00 a.m. and 12:30 to 5:00 p.m.

II. Services Provided

- A. Through the use of a University account number, charged on a time and materials basis, University Printing offers the following services to all departments on campus:
1. offset duplicating or printing; typesetting, pasteup and keylining; camera and platemaking for the reproduction of:
    - a) booklets, business cards, business reply envelopes, form letters, index cards, illustrated brochures, maps, memo pads, newsletters, postal cards, ruled forms, carbonless paper forms, self adhesive or gummed paper labels, consecutively numbered forms or sets, stationery and other related items.
    - b) a large selection of printing papers in a variety of colors and weights is available from on hand storage. Other papers can be selected and purchased from outside vendors to fill special requests.
    - c) phototypesetting including keylining and layout is available. Equipment to receive keystrokes from desk top computers and word processors via a telephone modem is available.
    - d) a photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 28" x 38". The camera range is from 200% enlargement to 20% reduction. The largest duplicate print (PMT) is 20" x 24".
    - e) screen prints (halftones for photographs) can be reproduced using the PMT process, up to 12" x 15".

III. Ordering

- A. Printing orders can be placed in person at the office or via Campus Mail Service accompanied by a memo containing the following information:
1. account number to be charged;
  2. quantity;
  3. name and telephone number of a person to contact in case additional information is needed;
  4. room number and building where finished job is to be delivered;
  5. a sample of the item to be printed, if it is a rerun or repeat job;
  6. instructions concerning color of paper or ink color, printing on one or both sides;
  7. date when job is needed.
- B. More complex jobs should be covered by a personal visit to the office of University Printing.



(University Printing - Continued)

IV. Copy Centers

- A. There are 7 copy centers operated by University Printing to provide convenient and fast duplicating and collating service to all units on campus on a first-come, first-serve basis.
  - 1. Agriculture Hall, Room 47, Telephone No. 355-1918;
  - 2. Anthony Hall, Room 116, Telephone No. 353-7796;
  - 3. Berkey Hall, Room 10, Telephone No. 355-6620;
  - 4. Eppley Center, Room 5, Telephone No. 353-7250;
  - 5. Fee Hall, Room E111, Telephone No. 353-6667;
  - 6. Life Science, Room B200, Telephone No. 353-8716;
  - 7. Plant and Soil Science, Room A118, Telephone No. 353-8993.
- B. Requests for copying service can be made by:
  - 1. completing an order form at the corresponding Copy Center; or
  - 2. an order for copy center service can be sent via Campus Main Service to a copy center or University Printing. A memo supplying the account number to charge, number of copies and other pertinent information should be included.

V. Proofreading

- A. A copy of the material to be proofread can be reviewed at University Printing, or it will be sent to the department via Campus Mail Service. Silverprints are available upon request. The proof and original copy must be returned marked approved or with corrections indicated to University Printing.
- B. Proofreading is the sole responsibility of the department requesting the printing order.

VI. Delivery of Job

- A. University Printing delivery service is provided in conjunction with MSU Stores.
- B. For the convenience of the ordering department finished material may be picked up at University Printing.
- C. A numbered receipt will accompany each delivery and must be signed by a person authorized to receive the delivery.

VII. Charges

- A. University Printing charges all services on a time and materials basis and has no provisions for cash transactions; therefore, payment is accomplished by a charge to departmental accounts.
- B. Responsibility for requests for service to be charged against any account number rests upon the department having jurisdiction over expenditures charged against that account number. Only such services as can be paid out of favorable balances are to be requested. University Printing will not be responsible for controlling which individuals within the department are authorized to request services.

(University Printing - Continued)

VIII. Statements

- A. Departments will be furnished a monthly statement showing a brief job title and description and total cost charged to the account. A cut-off date of the 25th has been established to facilitate posting of account charges for all months except June, which is extended to the 30th. Charges for jobs completed between the 25th and the last day of the month will be posted to the following month.
- B. The total of all job charges against an account number for the month will be posted to the monthly Fund Ledger issued by the Accounting Department, Office of the Controller. If the total shown on the monthly statement submitted by University Printing does not agree with amount shown on the Fund Ledger, the department should advise the Office of the Controller Accounting Department, Telephone No. 355-5000, and University Printing 355-6610.

IX. Availability of New Copy Centers or Copy Machines

- A. University Printing will establish a full service Copy Center in any campus building having high volume copy requirements and sufficient space available to accommodate a center.
- B. When copy volume does not warrant a full service Copy Center, University Printing can furnish sophisticated copy machines on a cost per copy basis.
- C. Please contact University Printing at 355-6610 for more complete information.

X. Coin-Operated Copy Machines

- A. Michigan State University has a contract with a copy machine vendor for the placement of coin-operated copy machines on campus.
- B. This agreement is maintained by University Printing.
- C. Please contact University Printing at 355-6610 for more complete information

XI. Facsimile Copier

- A. We have added a Telecopier Facsimile Terminal (FAX machine) making communication quicker to better serve your needs. The phone number is 353-9424, if calling from off-campus and 3-9424 if calling from on-campus.

OFFICE OF UNIVERSITY PUBLICATIONS

I. GENERAL

- A. The office of University Publications located at 447 Berkey Hall, telephone number 355-3290, offers editorial and design services for publications of the University's academic and administrative departments.
- B. University staff members planning to produce a publication should call the Publications Office and arrange a meeting with an editorial staff member to discuss the project and to work out a tentative production schedule.

II. EDITORIAL AND DESIGN

- A. Editorial and graphic design staff members are available to assist in the editing, design and publishing of brochures, announcements, posters, monographs, books, catalogs and similar material necessary to communicate information concerning the academic, research and public service programs of the University.
- B. Editorial staff members work with department representatives after the initial manuscript for publication has been prepared by the initiating department.
- C. The editorial and production supervision services are provided on a fee-for-service interdepartmental charge system to University departments and administrative offices; the specific charges vary with the degree of editorial and production involvement.



(Office of University Publications Continued)

- D. Interdepartmental charges are made for all creative and mechanical preproduction work done by the office's graphic designers. Costs are based on a standard price list: total charges depending on the size and the complexity of the publication concerned.
- E. All printing, production, editorial and design costs are paid by the department that orders the publication.
- F. The editorial staff sees the publication through the printing process from initial typesetting to delivery of the completed product.

III. PUBLICATIONS AVAILABLE

- A. Campus Map. Titled Campus Guide, this four-color, 18" x 24" map of the University campus also includes a series of color photos and description of points of interest to visitors. Copies are available at thirty (30) cents apiece from University Publications, 447 Berkey (355-3290). Charges are assessed to University accounts via interdepartmental charge forms (IDT).
- B. A Profile of Michigan State University. This 20-page, four-color booklet describes the University's accomplishments and attractions, and is useful for student, faculty and staff recruitment, as well as for other promotional purposes. Copies are available on request from the Office of University Publications, 447 Berkey Hall (355-3290). (Temporarily out of print.)
- C. MSU Facts in Brief and This is Michigan State University (MSU Facts Book) are available on request from the MSU News Bureau, 118 Linton Hall (355-2282).

## FELLOWSHIP AND TRAINEESHIP APPOINTMENTS

### I. GENERAL

- A. A Graduate Fellowship/Traineeship Appointment Recommendation form must be prepared for each student receiving a fellowship or a traineeship grant.
- B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a federal government agency may require submission of separate appointment forms to the agency. If more information is required, contact Contract and Grant Administration, telephone 355-9645.

### II. FORMS

Appointment forms for graduate students may be obtained from The Graduate School (see sample, page 305.3).

### III. STIPENDS

- A. Stipend payments to students receiving fellowships or traineeships are made monthly, and checks are mailed to the departments for distribution on the 15th day of each month. The payments are not processed through the Payroll Department; therefore, no federal income tax is withheld. However, effective January 1, 1987, MSU is required to withhold income tax on fellowships awarded to nonresident aliens. A form W-4 must be completed and submitted to the Fellowship Section (Contract and Grant Administration, 302 Administration Building), not Payroll, before payment to nonresident aliens can be made. Effective January 1, 1987, stipend payments for all fellowship recipients may be reported to the Internal Revenue Service using Form 1099.

(Fellowship and Traineeship Appointments Continued)

B. Recipients of Post Doctoral Fellowship Awards will be paid through the Contract and Grant Administration office.

(Note - Effective January 1, 1987, an exclusion of \$300 per month for up to 36 months is no longer allowed.)

C. Authorization for payment of stipends is provided by the approved fellowship appointment form. To maintain proper accounting control over the accounts, no payments can be made until the appointment form is properly completed, signed, and received by the Fellowship Section of Contract and Grant Administration.

IV. TUITION AND FEES

If the fellowship appointment provides for payment of tuition and fees, the student will receive this credit at the time of registration.

V. AMENDMENT OR TERMINATION

Fellowship or traineeship appointments may be amended or terminated by preparing a new appointment form. A space is provided to indicate the reason for the amendment or termination.

VI. OATH CARDS

Persons appointed to a fellowship or traineeship are not required to sign oath cards.



## GIFTS, GRANTS OR CONTRACTS

### I. SPONSORED RESEARCH

#### A. Basic Policies for Administration

1. Research projects should be developed consistent with the University's goals.
2. Sponsored research should be accepted only if appropriate time, space and facilities can be made available. Provisions should be made for continuity of support in order to stabilize required staff.
3. The University should retain the rights of first publication for its scholars.
4. The complete cost of the research should be determined. If grants or contracts are accepted which do not cover all of the direct and indirect costs, the department/college may be asked to provide the additional financial support with the full recognition that it is making a contribution to the cost of the work.
5. Research projects should conform to established University patent policy (see "Supplementary Statement Regarding Disposition of Patents" on page 315.10).

#### B. Proposal

1. The proposal, which is generally developed in the department, should establish the terms and conditions for the provision of funds and the performance of research. Before the final draft of the proposal is completed, the budget should be reviewed by the Office of Contract and Grant Administration, for conformity with policies on such matters as allowable direct and indirect costs.

(Gifts, Grants or Contracts Continued)

2. Direct costs involve expenditures that are directly related to a project such as salaries, supplies and services, and purchases of equipment. Indirect costs involve administrative services, maintenance and operation of physical facilities and other expenditures that cannot readily be related directly to the research project. Indirect costs are computed by multiplying a fixed percentage, which is negotiated with the federal government, times the total direct costs excluding equipment items costing \$500 each or more and the portion of each subcontract which exceeds \$25,000.
3. The proposal should not be submitted to an outside agency before it is approved by the unit administrator, dean, Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) and Vice President for Research and Graduate Studies.
4. If human subjects are involved in the proposed research, approval by the University Committee on Research Involving Human Subjects is required before an account number can be assigned.
5. If animals are to be used in the proposed research, approval by the Committee on Animal Facilities and Care is required.
6. Proposals which call for use of radioactive isotopes or which call for the use of hazardous organisms or chemicals require approval of the appropriate committee.
7. Proposals involving use of television equipment should be approved by the Director of Instructional and Public Television.

## RETENTION OF NONFISCAL RECORDS

### I. DEFINITIONS

- A. As defined by law, nonfiscal records include correspondence (incoming and outgoing), reports, meeting minutes, books, photographs, maps, drawings, audio tapes, films, computer printouts, or other materials that have been made or received by a unit in connection with the transactions of its operation.
- B. Inactive records are those which must be retained for legal, administrative, or historical reasons but are not accessed by a unit more than twice per year.

### II. BOARD OF TRUSTEES POLICY

- A. Inactive records which are to be preserved for legal, fiscal, administrative, or historical reasons should be transferred to University Archives.
- B. Inactive records which need not be preserved are to be destroyed only with the joint approval of the unit head and the director of the Archives.

### III. PROCEDURES FOR TRANSFERRING RECORDS TO THE ARCHIVES

- A. "Records Management at Michigan State University," available from the Archives, details the transfer procedure. Call Telephone No. 355-2330 to receive a copy.
- B. Good records management requires the establishment of records retention schedules for individual units on campus. This procedure involves a records survey by Archives staff members and joint written approval of



(Retention of Nonfiscal Records Continued)

the subsequent schedule by the unit head and the director of the Archives. For further information, call the Archives.

IV. RESTRICTIONS AND ACCESS TO RECORDS IN THE ARCHIVES

- A. When necessary, access to records in the Archives can be restricted. Restrictions should be based on the University's written freedom of information policy statement.
- B. Units may have their own records returned by Archives staff members, usually within one business day.

V. COST

- A. There is no charge for records storage in the Archives.
- B. The Archives will provide, without charge, boxes for transferring university records. Archival storage boxes may not be used for any other purpose.
- C. Boxing material and preparing a box inventory is the responsibility of the unit.

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Index

\*\*\*\*\*

SERVICE AREAS and MISCELLANEOUS

	<u>Pages</u>
Administrative Information Services	210.1
Alterations	200.1
Automobile Rental	245.1
Bookstore	205.1
Budget Booster	220.13
Bus Transportation	245.3
Campus Mail Service	220.10, 325.1
Chemical Purchases	220.4
Consignment Equipment	315.8
Cooperative Research Agreement	315.4
Copy Centers	235.1, 255.3, 285.2
Damaged Goods, Receipt of	220.9, 270.5
Data Processing, see Administrative Information Services	210.1
Directory Information Changes	280.1
Equipment	
Certification	224.4
Fabricated	224.3
Gift	224.2
Government Funded/Loaned	224.1-224.8
Government Owned/Disposal	300.4
Inventory	224.5, 300.5
Loan	224.2
Losses	224.5
Off-Campus Use	300.6
Research Availability	224.7
Salvage	220.15, 300.4
Screening/Shared Usage	224.6
Surplus	300.1
Tagging	224.4

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Index - Continued

\*\*\*\*\*

SERVICE AREAS and MISCELLANEOUS

	<u>Pages</u>
Equipment Rental and Leasing	220.13
Equipment Transfer Notice	220.15, 224.3, 300.1, 300.2
Facilities Planning and Space Management	200.1, 223.1
Federal Surplus Property	220.14
Fellowships	305.1
Flower Purchases	310.1
Garage Service	245.3
General Stores	220.1
Gifts, Grants or Contracts	315.1
Instructional Media Center	265.1
Intercom Equipment	280.3
Interdepartment Material or Service Requests	200.2, 223.1, 225.3, 245.3, 260.1
Interior Design	223.1
Keys and Lock Service	225.1
Inventory, Equipment	224.1-224.13, 300.5
Laboratory Animal Care	230.1
Leases and Installment Purchases	220.13, 224.8, 255.3, 320.1
Leases of Motor Vehicles	245.1
Library Copy Centers	235.1
Library - Database Searching Service	236.1
Mail Distribution Labels	240.1
Material Returns	220.3 - 220.9, 270.8



MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Index - Continued

\*\*\*\*\*

SERVICE AREAS and MISCELLANEOUS

	<u>Pages</u>
Motor Pool	245.1
MSU Press	250.1
Oath Cards	305.2
Office Services	255.1
Open Order Purchases	220.3, 270.5
Patents	315.10
Photo Lab	265.3
Physical Plant	260.1
Pick-Up and Delivery by Stores	220.5
Postage	325.1
Printing, University	285.1
Publications, Jointly Funded	330.1
Publications of Materials	205.9, 250.1, 290.1, 330.1
Publications, University	290.1
Purchasing	270.1
Radio Broadcasting	275.1
Receiving, Stores	220.7
Rental Equipment	220.13
Retention of Fiscal Records	335.1
Retention of Non-Fiscal Records	340.1
Returning Merchandise to Vendor	270.8
Salvage Yard	220.15, 300.3

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Index - Continued

\*\*\*\*\*

SERVICE AREAS and MISCELLANEOUS

	<u>Pages</u>
Scholarship and Loan Gifts	315.8
Shipping	220.8
Stipends	305.1
Stores	220.1
Telephone Charges	280.5
Telephone Services	280.1
Traineeships	305.1
Vehicle Policy	245.1