

UNIVERSITY GUIDEBOOK**Title of Title of Policy: Travel Guidelines**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President of Finance and Administration

Revision History: June 1994; December 2004; September 2009

Resolution Number(s): YR 1997- 49; YR 2005-27; YR 2010-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: September 2012

Policy: The Board of Trustees authorizes the establishment of University Travel Guidelines for anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred while on assignment consistent with the mission of the University.

Parameters: The purpose of the University Travel Guidelines is to facilitate travel by University faculty, staff, students, candidates and other non-employees by the most expedient means at the most reasonable cost. With appropriate approval, allowable expenses may be reimbursed for those individuals representing the University on official business.

Procedures: *University Travel Guidelines* are available in written form and on the YSU website. Exceptions to University Travel Guidelines must be obtained in writing prior to the travel in question from the President or his/her designee.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Title of Policy: Travel Guidelines

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President of Finance and Administration

Revision History: June 1994; December 2004; September 2009

Resolution Number(s): YR 1997- 49; YR 2005-27; YR 2010-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: September 2012

Developed by: Beth Kushner

Title: Planning and Administration Officer

Approved: June 1994

Revised: December 2004

Authorized by: John L. Habat

Title: Vice President for Administration

EFFECTIVE: January 1, 2005

Policy: The Board of Trustees authorizes the establishment of the University Travel Guidelines for anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred while on assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997 49; YR 2005 27

PurposeParameters: The purpose of the University Travel Guidelines is to facilitate travel by University faculty, staff, students, candidates and other non-employees by the most expedient means at the most reasonable cost. With appropriate approval, any allowable expenses may be incurred or reimbursed for those individuals representing the University on official business.

Procedures: Copies of the University Travel Guidelines are available in written form and on the YSU website. the Accounts Payable Travel Management Office on the YSU website. Exceptions to University Travel Guidelines must be obtained in writing prior to the travel in question from the President or his/her designee.

UNIVERSITY GUIDEBOOK**Title of Policy: Operating Budget Approval and Modification**

Responsible Division/Office: Office of the President

Approving Officer: President

Revision History: December 2004; December 2006; November 2009

Resolution Number(s): YR 2003-27; YR 2005-19; YR 2010-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: November 2012

Policy: The Board of Trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July 1) and subsequent modification(s) to the overall spending level.

Purpose: Establish a policy to approve and modify the University's Operating Budget.

Parameter:

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). If necessary, consideration will be given to modifying the Operating Budget at a meeting(s) of the Board of Trustees.

Definitions:

- **Auxiliary Funds** – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley Center, Housing and Parking).
- **Budget Modifications** – increases or decreases to the overall level of the Operating Budget.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.

- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.

Procedures:

1. Budget Approval

- a. The administration will present the annual Operating Budget for Board approval at the June meeting prior to the fiscal year beginning July 1.
- b. The annual Operating Budget will include a transfer to the General Fund Operating Reserve of at least five percent (5%) of the increase in the general fund portion of the Operating Budget over the previous year. The Board of Trustees may approve a deviation from the transfer of 5% of the increase in the general fund portion of the Operating budget.

2. Budget Modifications

- a. Revenue Changes – budget modifications aggregating \$250,000 or more that relate to changes in enrollment, levels of support from the state of Ohio, and/or any other revenue source must be approved by the Board.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject/Title of Policy: ~~Operating Budget Approval and Modification~~Responsible Division/Office: Office of the PresidentApproving Officer: PresidentRevision History: December 2004; December 2006; October 2009Resolution Number(s): YR 2003-27; YR 2005-19; YR 2010-Board Committee: Finance and Facilities**EFFECTIVE DATE:**Next review: October 2012Responsible Officer: John L. Habat Authorized by: David C. SweetTitle: Vice President for Administration Title: PresidentApproved: December 15, 2004 **EFFECTIVE:** December 15, 2004**Review Date:** December 15, 2006**Policy:** The Board of Trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July 1) and subsequent modification(s) to the overall spending level.~~RESOLUTION NUMBER: YR 2003-27; YR 2005-19~~**Purpose:** Establish a policy to approve and modify the University's Operating Budget.**Parameter:**

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). If necessary, consideration will be given to modifying the Operating Budget at ~~the September, December, and/or March Board meetings; a meeting(s)~~ of the Board of Trustees.

Definitions:

- **Auxiliary Funds** – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley Center, Housing and Parking).

- **Budget Modifications** – increases or decreases to the overall level of the Operating Budget
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.

Procedures:

1. Budget Approval

- a. The administration will present the annual Operating Budget for Board approval at the June meeting prior to the fiscal year beginning July 1.
- b. The annual Operating Budget will include a transfer to the General Fund Operating Reserve of at least five percent (5%) of the increase in the general fund portion of the Operating Budget over the previous year. The Board of Trustees may approve a deviation from the transfer of 5% of the increase in the general fund portion of the Operating budget.

2. Budget Modifications

- ~~a. Prior Year Balance Forward – upon the recommendation of the President, use of part or all of the prior year's Operating Budget Net Revenue in the current year's Operating Budget requires a budget modification. Its planned usage will be communicated to the Board for approval at its September meeting.~~

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Other

- a. Revenue Changes – budget modifications aggregating \$250,000 or more that relate to changes in enrollment, levels of support from the state of Ohio, and/or any other revenue source must be approved by the Board, ~~at its December and/or March meetings.~~