Liberty University

Budget Policy Manual

Effective July 1, 1996, with revisions July 1997 and July 2001
# Table of Contents

Table of Contents........................................................................................................................... i
Introduction........................................................................................................................................ 1
Administration.................................................................................................................................. 2
Development..................................................................................................................................... 2
Evaluation......................................................................................................................................... 2
Reports.............................................................................................................................................. 3
Department Heads............................................................................................................................ 3
Expenditure Types............................................................................................................................. 3
Budget Changes................................................................................................................................ 3
Budget Amendments ......................................................................................................................... 3
Budget Revisions............................................................................................................................... 3
Requisitions....................................................................................................................................... 4
Allocations......................................................................................................................................... 4
Office Supplies................................................................................................................................. 4
Travel.................................................................................................................................................. 5
Approval of Travel............................................................................................................................. 5
Signature Authority ............................................................................................................................ 5
Student Employment Budget........................................................................................................... 6
Work Assistance............................................................................................................................... 6
Work Study........................................................................................................................................ 6
STUDENT EMPLOYMENT WORKSHEET ......................................................................................... 8
APPENDICES .................................................................................................................................. 10
SPECIFIC POLICY DIRECTIVES..................................................................................................... 11
Cell Phones – No Change .................................................................................................................. 11
Purchases......................................................................................................................................... 11
Delegation......................................................................................................................................... 12
Formal Budget Allocation ................................................................................................................ 12
Official LU Procedure....................................................................................................................... 12
FY 2001-02 Budgets ........................................................................................................................ 13
TRAVEL AND ENTERTAINMENT POLICY..................................................................................... 14
REQUEST FOR BUDGET AMENDMENT ......................................................................................... 19
Budget Policy Manual

Introduction

The Liberty University budget process is designed to be the vehicle that brings together all of the planned activities into one master set of meaningful actions. The budget provides managers with a planning tool that assists in the determination of departmental goals. This manual outlines how the budget process works, and provides a specific set of directives for conducting University business.

This revision is effective July 1, 2001.

Additions or modifications to this manual during the fiscal year will be made in the form of a memorandum from the Budget Office for distribution to departments. Any concerns regarding this manual should be directed to the Budget Office.
Administration

The approved annual University budget summarizes approved University operating expenses for the fiscal year. The approved budget has appropriate detail by department and expense for operational purposes. The departmental budget serves as tool for decision-making and planning.

The annual budget is developed consistent with the overall mission of the University as well as the goals of each respective department and area.

Revised July 2001

Development

The University’s budget is developed at the departmental level and approved by the appropriate members of the University administration. Once developed, the budget is combined with revenue and enrollment projections and submitted to the Board of Trustees for approval.

Budget worksheets that contain actual prior expenses are made available approximately five months in advance of the new fiscal year. The appropriate Vice Presidents, Deans, Department Heads, and Academic Chairpersons, in conjunction with the faculty and support staff, work with the anticipated expense data to create a proposed expense budget for the subsequent fiscal year. Both the department head and chairperson, or dean, of the appropriate school must approve this proposed (line item) expense budget. The proposed expense budget is then submitted to the Budget Office to be compiled into the University’s budget for review and consideration by the President and ultimately the Board of Trustees.

In the event that this budget is not balanced, the departments may be asked in writing to change their proposed departmental operating budget by a specified dollar amount or percentage.

Revised July 2001

Evaluation

The Budget Planning Process and the Budget Policy Manual is evaluated on a regular basis. The Office of Planning, Research, and Assessment formally evaluates of the budget process through various methodologies, including survey of users of the budget process.

Revised July 2001
Reports

Departmental budget reports will be distributed on a monthly basis following the close of the previous month in the accounting process. Departmental budget reports consist of, the departmental budget, budget vs. actual report, general ledger report, and the budget summary memorandum.

Department Heads

It is the responsibility of the department head to ensure that the department does not exceed the limit of the allocated budget. Monthly reports allow department heads to monitor all departmental expenses as the year progresses.

Expenditure Types

There are two major types of expenses involved in a budget: non-operational (benefited salaries & scholarship funding) and operational expenditures. Operational expenses are those most directly influenced by department and should be those where most attention is focused.

Budget Changes

There will be no modification of the line items reflected in the initial budget once the Budget Office has released the approved budget.

Budget Amendments

Amendments to an approved budget are considered when necessary. Requests for amendments apply to conditions of a non-recurring nature, and upon approval, are included in the budget for the remainder of the current fiscal year. Requests for such amendments should be submitted in writing with appropriate approvals through the chain of command to the Budget Office with a rationale for the amendment included.

Revised July 2001

Budget Revisions

In the event that conditions require budgets to be revised, the impacted department should initiate an appropriate budget amendment or budget modification request. When budget revisions are necessary, the Budget Office and impacted department heads are expected to work cooperatively to develop these budget revisions.

Revised July 2001
Requisitions

The requesting department directly on the requisition should determine budget expense codes. The Budget Office in consultation with the Accounting Office will determine where the actual expense should be placed.

Revised July 2001

The appropriate department head, dean, and other appropriate administrators must approve all requisitions. When such approval is obtained, the requisition is forwarded to the Budget Office for budget authorization.

Requisition changes or cancellations of any type are handled through the Budget Office.

Funding for a request is not considered committed until written approval is obtained from the Budget Office. The University is not be responsible for funds committed prior to appropriate approval.

Allocations

The following departments are considered allocating departments: Printing Services, Postal Services, Technical Services, Information Services, and Telephone Services. Allocations are built into departmental budgets at the beginning of each fiscal year as an expense.

Revised July 2001

The general guidelines for the allocation of these costs should be equal to: 

\[
\frac{\text{Total costs} - \text{non-operational costs}}{\text{budget expense codes}}
\]

This will ensure that no unnecessary markup in charges is made to departments and that all allocations are consistent.

Office Supplies

The office supply form should be used when departmental office supplies are needed. The supply form should follow the appropriate channels for department and administrative approval. When approved by the Budget Office, supplies are to be picked up at the Purchasing Office.

Revised July 2001

Office supply request forms are available at the Budget Office. Any office supplies not on the office supply form should be submitted on a requisition.

University policy requires that no department “stock-pile” office supplies.
Travel

The Travel policy is designed to assist University administration, faculty, and staff members in planning travel for University business and professional development. Each non-academic department has an established travel budget and each academic department as a professional development budget. General guidelines regarding faculty travel are contained in the Faculty Handbook but the complete Travel Policy for the University is contained within this document (see appendix for complete policy).

Approval of Travel

All employees traveling on Liberty University related business must request and receive advance permission from their respective department head and the Budget Director. Travel requests, in the form of Requisitions, must be submitted to the Budget Office at least two weeks prior to the trip, with a Travel Checklist (see appendix) attached.

It is the responsibility of the Accounting Department to determine that the expenses are not excessive and are in the best interests of the University. It is the responsibility of the approving department head to review all expenses for appropriateness.

It is very important that all forecasted travel/development expenses are included in the original request. There is a maximum reimbursement of 5% beyond the original check amount. The only exception is that of an emergency, in which case the Budget Office should be notified.

Signature Authority

All personnel, purchase, and travel requisitions require the prior signed approval from the Authorized Budget Representative (ABR) and the Cabinet Member. In addition, the following expenses require prior presidential approval:

- New personnel positions
- Salary increases
- Capital items
- Any item(s) $5,000 or greater
- Leases
- Contractual services
- Consultants
- Multi-year contracts or agreements
- New computer or technological equipment
- Cellular telephones
- Rental or lease agreements
- Change orders to existing contracts
- Furniture
- Other unusual purchases
Any obligation of University funds made without prior written approval is not an authorized expense and will be considered an improper purchase. Any improper purchase will be the personal financial responsibility of the individual authorizing the expense.

Revised July 1, 2001

Student Employment Budget

Student employment at Liberty University is offered in the following classifications: Work-Study (Federally subsidized @ 75%) and Work Assistance (Funded 100% by LU).

In order to maintain consistency in the budgeting of student employees the following formula has been developed.

32 Weeks per budgeted year (August through December)
(20 weeks per year)

Work Assistance

Students in this classification are those who do not qualify for Federal Assistance (Work-Study monies). Eighty percent of the student’s earning are deducted and applied to the student’s school bill each pay period. The department in which the student works will be charged the full minimum wage ($5.15) paid to the student employee.

Equation: $5.15 per hr. x 20 hrs. per wk. x 32 wks. = $3,296 (est.)

Work Study

Students in this classification are those who qualify for Federal Assistance and have an unmet financial need. Twenty-five percent of the student’s earning are deducted and applied to the student’s school bill each pay period. The department in which the student works will be charged 25% for $1.29 per hour paid to the student employee.

Equation: $5.15 per hr. x 25% = $1.29
$1.29 per hr. x 20 hrs. per wk. x 32 wks. = $826 (est.)

It is the responsibility of each department head to hire and assign a minimum of 10 hours or a maximum of 20 hours per week to each student employee within his or her department. The number of hours worked by each student will be closely monitored by our automated payroll system. When the total student employee budget for a department has been consumed, the Human Resources Office will terminate student employees in that department. Written notification will be forwarded to the department head if this action is taken.

On the following page a Student Employment Worksheet has been developed to assist department heads in the scheduling of students according to the budgeting process outlined above.
All questions regarding student employment budgets should be addressed to the Budget Office at extension 2024.
STUDENT EMPLOYMENT WORKSHEET

**Fall**

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<thead>
<tr>
<th>Amount Budgeted $</th>
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<tr>
<td>$1,648 Based on one 20 hr per week employee for 16 weeks</td>
<td>$413 Based on 20 hr per week employee for 16 weeks</td>
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<th>Work Assistant</th>
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Total hours x $5.15 = $

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Total hours x $1.29 = $

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Total hours x $1.29 = $

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Revised: 11/9/2002
SPECIFIC POLICY DIRECTIVES

Cell Phones – No Change

Email from President dated June 7, 2001

It was brought to my attention today that we continue to have requests for cell phones. Cell phones will be limited and approved case by case. Occasional need and “it would be nice to have in case ___ occurs” are not sufficient justifications. In terms of timing, it is normal in the conduct of routine work to return calls after a reasonable period of time rather than have instantaneous response.

POLICY:
It is the policy of Liberty University that cell phones be authorized for individuals who have duties and responsibilities requiring frequent, official communication and where the absence of a LU cell phone will seriously and adversely impact the University. In positions where normal land lines will facilitate work, cell phones are not authorized.

All cell phone requests must have prior written approval from the appropriate Cabinet member and the president.

John Borek, Jr.
President

Purchases

Email from President dated June 7, 2001

Some concern and confusion exists with respect to authorized purchases (e.g., food, flowers, cell phones etc). Regardless of the source of money, University policies, both written and unwritten, apply. Funds must be used within the guidelines generally applied when I reviewed each and every purchase and personnel action. I assessed the purchase based on:
1. Availability of funds:
2. Need and impact of failure to fund;
3. Other needs; AND
4. Reasonableness for the organization and the institution at the time of consideration.

We are writing policies and ask that you review each request before submitting it. As in the past, call me, visit with me or e-mail me if you have a question or wonder about the appropriateness of an action/purchase.

JB
Delegation

Email from President dated June 7, 2001

I am formalizing our written policy for delegation of obligating authority. It is my understanding that we are following this policy:

Policy:

The Vice President for Finance and Administration or his delegated representative has the authority to obligate Liberty University for routine one-time purchases of equipment and supplies, provided such purchases are (1) part of an approved operating budget, (2) provided such purchases are within other LU policies and (3) funds are available for payment.

Other obligations (e.g., land, buildings, multiple year computer leases, etc) require the written approval of the president unless the authority to obligate the university is delegated specifically for that purchase, in writing to the VP for Finance and Administration, who can not further delegate such authority.

John M. Borek, Jr.
President

Formal Budget Allocation

Email from President dated July 16, 2001

We are in the process of insuring our significant policies are in writing and communicated. Please place the following policy in your policy manual:

POLICY: Any new funds or change in funding allocated to a new or an existing budget will be formally requested in writing through each administrative manager. All budget allocations and reallocations require formal written authority with approval by the Vice President for Finance and Administration and the President prior to implementation.

John Borek
President

Official LU Procedure

Email from President dated July 19, 2001

Procedure:

1. When funds are not in the budget, request (in writing) a budget amendment. Although not always possible, the budget amendment request should be done well in advance of the desired purchase. Obviously, a justification should be part of the request reducing the need for face-to-face meetings over every PR (requisition);
2. When a purchase/contract is desired, submit a purchase requisition through administrative channels for approval and action. Although not always possible, the purchase requisitions should be submitted well in advance of the desired purchase;

3. The Budget Department will determine the availability of funds. Sometimes LU cash flow will limit processing even when the budget amendment has been approved;

4. The Purchasing Department will review and process as quickly as possible;

5. Questions may be asked by Budgets and Purchasing—never questioning integrity but need, appropriateness etc. Some purchases are not allowed; and

6. The requestor will follow-up.

In rare cases, a budget amendment and PRs (requisitions) will need to be processed simultaneously and "hand-walked" through to the various offices.

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**FY 2001-02 Budgets**

Email from President dated July 23, 2001

Recently, you received your FY 2001-02 budget. As a Cabinet member, I assume that you will scrutinize this budget to ensure that it is accurate. It has come to my attention that some budgets were inadvertently increased or that positions may have been restored that you collapsed during the year. Basically, your budget should be the same as last year, plus raises, minus any positions, etc. that were collapsed. I know of no approval for new allocations.

I have asked the VP for Finance and Administration to intensify and insure that we have an adequate and functioning budget control process. This is extremely important as approximately 30 departments exceeded their budgets last year, indicating a budget control issue. I have heard a number of individuals express dissatisfaction with some of the new budget controls and I know you will spend the time to insure that they understand why this has become necessary and insure that they cooperate.

If you have concerns, questions, or need me to address any of your staff meetings, please contact me.

John M. Borek, Jr.
LIBERTY UNIVERSITY
TRAVEL AND ENTERTAINMENT POLICY
July 1, 2001 Revision

APPROVAL OF TRAVEL

All employees traveling on institutional business must request and receive advance permission from the Authorized Budget Representative (ABR), the Cabinet Member, and the Budget Office. The requisition description should state the name, destination, dates of travel, purpose of the trip, and an itemized listing of the total expenses, including registration fees. Attach all supporting documentation to the requisition. Include taxes when itemizing hotel/motel expenses. Requisitions for travel must be submitted to the Budget Office for approval at least two weeks prior to the trip to ensure the check is received.

REGISTRATION FEES

If prepayment of registration fees is required before the actual trip, a separate requisition should be submitted. Include the payee, address, and amount of the fee(s) on the requisition. A bill, a copy of the program, or other literature in which the fee is printed, must be attached to the requisition for payment.

CHECK/DISBURSEMENT

Final settlements of cash advancements must be made no later than ten (10) working days after the completion of the trip. An expense report should accompany all receipts and invoices to the Accounting Office. Please note the cash advance check number on the expense report. It is the responsibility of the approving administrative officer to review all expenses to ensure against excessiveness and inappropriateness. It is the responsibility of the Budgeting and Accounting Offices to determine that expenses are not excessive and are in the best interest of the institution. The person the check was issued to is responsible if any part of the advance is lost, stolen, unaccounted for, or not approved. Additional checks will not be approved for an individual when an Expense Report is overdue. Failure to provide the necessary receipts could result in the associate being held personally financially liable.

CASH RECEIPTS

When money is due Liberty University, do not send cash/checks through Campus Mail. All employees must return funds due LU to the Accounting Department and receive a receipt.

EXPENSE REPORT SUMMARY, EXPENSE ENVELOPES AND RECEIPTS

The Expense Report Summary must have all necessary original receipts attached and must be signed by the department head and/or administrative officer as well as the employee. Expense Reports will not be processed without original receipts.

Do not combine separate trips on the Expense Report Summary.

The original receipt should specify the date, the item(s) purchased, the name and location of the establishment, and how many people were involved. Expense Reports are subject to audit and approval by the Accounting Office. Individuals are prohibited from charging any travel expense directly to the University.
A maximum reimbursement of 5% of the original check amount will be paid to the employee, unless there is an emergency and the Budget Office is notified. The requisition must be originated and processed by the Accounting Department after the Expense Report has been audited and approved.

**LODGING**

When making reservations, it is expected the traveler will exercise prudent judgment in the selection of accommodations. Some hotel and motel chains offer special rates, and travelers should, whenever possible, obtain reservations at hotels which offer institutional rates. Lodging expenses are subject to approval by the Budget Office and audit by the Accounting Office.

Claims for an itemized hotel/motel receipt specifying dates must substantiate lodging, rates, taxes, etc. All receipts must be attached to the Expense Report when it is submitted. Movie, VCR, laundry, room service, and wet bar/snack expenses, in excess of meal allowance, are not allowed. Expenses without proper documentation will not be honored.

Travel expenses are limited to the actual costs incurred by the employee only. For example, if lodging is for an employee and spouse, the expense claimed is limited to the usual single room rate, which must be indicated on the face of the hotel/motel bill.

**HOSTING**

It is expected the employee will use good judgment when selecting restaurants. A fifteen percent (15%) gratuity is allowed. Any excess of this percentage is not allowed. Guests of the host are not included for reimbursement.

**MEALS/GRAUTITY**

When an individual is traveling, a $25.00 Per Diem is available. When utilizing this allowance, no receipts are required. Food, tips and taxes are included in the $25.00 total. It includes breakfast ($5.00), lunch ($7.00), and dinner ($13.00). This allowance is pro-rated for partial days. When requisitioning for meal money the employee must include departure and arrival time so that meal allowance can be properly calculated.

- **Breakfast:** Expense is acceptable if an employee is traveling and lodging was paid the proceeding evening. ($5.00)
- **Lunch:** Expense is acceptable when the employee is outside of the immediate (Lynchburg) area and is conducting official university business. ($7.00)
- **Dinner:** Expense is acceptable if an employee is traveling and lodging is paid the same evening, or when the employee is outside of the immediate (Lynchburg) area and is conducting official university business. ($13.00)
MEAL IN LIEU OF LODGING

A “meal in lieu of lodging” is an approved expense. This expense occurs when an employee stays in the home of a friend, family member, etc. instead of in a hotel/motel. In appreciation, the employee may take the person(s) out to dinner.

When the “meal in lieu of lodging” expense is claimed on the Expense Report, the following procedures must be followed.

1. An itemized receipt of the meal must be submitted, along with the names of the individuals. It should be noted on the Expense Report that the expense is a “meal in lieu of lodging”. Please note that this expense should be no greater than the charge for a nights lodging at an area hotel/motel.

2. The employee’s Per Diem is reduced to $12.00 for that day as their dinner will be included. If special circumstances apply and the employee does not eat with the family/friends, documentation must be included with the Expense Report.

ENTERTAINMENT EXPENSES

Entertainment expenditures are not reimbursed to the employee.

TRAVELER'S CHECKS

The cost of traveler's checks purchased in connection with travel on institutional business is an acceptable expense. The traveler's checks are not to exceed the amount reasonably needed to cover the reimbursable cash expenditures.

PARKING AND TOLL CHARGES

Parking and toll charges are allowable but must be documented with receipts showing the exact payment. This does not include valet parking.

TAXI FARES

Taxi fares are acceptable only when it is necessary to use such means of transportation. Receipts are required. The service must specify on the receipt the actual fare and added tip and tolls.

TRAVEL OUTSIDE OF THE CONTINENTAL UNITED STATES

Fees in connection with the issuance of passports and visas for travel outside of the continental United States will be addressed on an individual basis. Expenses incurred when exchanging currency must be documented.
LONG DISTANCE TELEPHONE CALLS

Long distance telephone calls are allowed when made in connection with institutional business. When away from home, personal calls home are limited to one (1) call per day away, not to exceed $3.00 per call. Employees are encouraged to use their own calling card for long distance use due to the hotel/motel mark-up.

PERSONAL EXPENSES

Expenditures for newspapers, maps, snacks, laundry, dry cleaning, valet service (such as porters, valets, and doormen), barber/beauty shop, medicine and similar items are considered personal expenses and are not allowed. (Development and Student Recruiters are allowed maps.)

TRANSPORTATION BY COMMON CARRIER

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, cost, and the requirements of the trip. All travel will be by the most accepted and direct route.

Whenever an employee travels by an indirect route, or interrupts/extends travel by direct route, the expenses will be based only on such charges as would have been incurred by traveling the most direct route in the normal time required to conduct the University business.

Air, train, and bus fares on any trip must not exceed the regular coach fare charged the general public. Advantage must be taken of round-trip or excursion rates whenever it is possible to obtain them. The Purchasing Office will make all airline reservations (unless on-line purchases are approved) and bus rental arrangements from an approved requisition listing a specific travel itinerary and price. Prior to making on-line travel arrangements, an approved requisition must be acquired, and the purchase cannot exceed the approved amount.

Stubs from all airline, bus, and rail tickets must be attached to the Expense Report when it is submitted. Travel agency invoices or statements are not acceptable receipts.

TRANSPORTATION BY PRIVATELY-OWNED VEHICLES

The use of privately owned vehicles is reimbursable at the rate of $0.30 per mile. The mileage allowance covers all operating costs, including repairs, insurance, gasoline, depreciation, towing etc., regardless of whether institution-owned equipment is carried or not. All mileage reimbursements must be documented.

If a privately owned vehicle is used when the destination can be reached conveniently by common carrier, reimbursement for transportation shall not exceed the cost of the common carrier fare. When several employees plan the same itinerary for the same dates they should travel in a group whenever possible.

In the event of an accident involving injuries or damages to other persons or property while in a privately owned vehicle used on institutional business, the employee must notify the Vice President of Administration and Finance. Such notification is necessary to provide for any potential involvement of the University. The financial loss due to damages to a privately owned vehicle used on business is not reimbursable.
MISCELLANEOUS

Do not include miscellaneous purchases, expenses, fees or dues. Items unrelated to travel should be submitted on a separate requisition.

EXPENSES OF NON-INSTITUTIONAL EMPLOYEES

Reimbursement of travel expenses to persons other than institutional employees (e.g., conference speakers, artist series performers, prospective employees, etc.) is subject to the same regulations that pertain to institutional employees. The non-employee will submit receipts for reimbursement to the administrative officer of the University with whom he was in contact. The administrative office, after signing the Expense Report approving the expenditures, will process it for payment in accordance with the usual procedure.

FEDERAL INCOME TAX REGULATIONS

Federal Income Tax regulations state employees are required to report reimbursements for expenses paid, unless they have made "an adequate accounting to their employer" for the total amount received. The regulations define the term "adequate accounting" as meaning submission to the employer of an itemized expense account or other written statement prepared at or near the time of the expenditure, indicating the amount, time, place, names of all guests, their business relationship and business purpose or expected benefit. This regulation applies to expenses charged to the employer directly or indirectly through credit cards or otherwise.
REQUEST FOR BUDGET AMENDMENT

Liberty University
REQUEST FOR BUDGET AMENDMENT

To:       Budget Office

From:

Date:

Please amend the budget for department ________________________________
budget account number ___________, line item name/number ____________ in
the amount of $_________.

The amendment is needed for _________________________________________.

The source of funds is ________________________________________________
If new funds, please provide additional detail that supports the use of new funds for
this amendment.

Please write below how this amendment supports the strategic goals and strategies of
Liberty University and why this amendment is necessary.

Approvals:

Department Head ________________________________

Dean ____________________________________________

Vice President ___________________________________

Dr. John M. Borek, Jr. ______________________________

President

Form BA-I
Revised July 2001