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MIAMI UNIVERSITY
OXFORD, OHIO

Revised 2022

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PREFACE

The *Budget Information and Procedures* manual provides chairs, program directors, administrative staff and faculty with a convenient reference to the budget policies, procedures and guidelines used by the College of Arts and Science (CAS) at Miami University. Additional budget information can be found in the *Miami University Policy Library*, available online at <https://miamioh.edu/policy-library/>.

GENERAL POLICIES

- 1) Miami's fiscal year is July 1 to June 30. The Office of the Controller each year identifies the cutoff date when funds from the current fiscal year may be encumbered or spent.

To give departments and programs greater flexibility in the management of their budget lines, year-end balances (both positive and negative) in departmentally managed budget lines will be placed in their carry forward index for use the next fiscal year.

- 2) All requests for funds from the CAS should include an endorsement from the department chair or program director. Requests for funds from the Office of the Provost will be made by the Dean on behalf of the departments/programs or on behalf of individuals with the endorsement of their chair/director.

Updates of this Manual

A current copy of this manual can be obtained online at:

<http://miamioh.edu/cas/faculty-staff/index.html>

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Student wages are funded in two ways: 1) Regular wages and 2) Federal Work-Study Program wages.

1) _____

The purpose of the regular wage funds is to provide part-time employment opportunities for any Miami student. The purpose of the Federal Work Study Program is to increase part-time employment opportunities for certain Miami students.

Federal Work Study Program funds come from a federal grant made to Miami to create job opportunities for eligible students. Currently, federal funds contribute 65% of the student's wages while the employing department contributes 35%. This is subject to change.

2) _____

All students must be hired through Human Resources before performing any work. No student is permitted to work prior to receiving authorization. Students, whether regular wages or Federal Work Study wages, are paid on an hourly basis. Pay ranges are set by Miami and can be reviewed at: <https://miamioh.edu/human-resources/student-employees/getting-job/index.html>. All students must be paid according to their job duties. Managers will reference the job classification descriptions to determine which of the pay classifications the job duties fall under.

To be eligible for Federal Work Study Program wages, a student must have indicated an interest in work study when filling out their FAFSA. The student can check their eligibility for by reviewing their financial aid award letter in BannerWeb.

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A faculty travel fund allocation will be made to academic departments based on available funds. These funds will be distributed to faculty at the discretion of the department chair.

Additional travel funds will be considered on a case-by-case basis; cost sharing by departments is expected in these cases, separate from funds provided by the Dean.

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The Dean may consider additional funds for expensive overseas professional participation activity separately. The standard CAS contribution is \$200 and is contingent upon financial support from the department. These additional funds should be requested through the Dean's Office and approved at least one month _____ to travel.

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In some cases of overseas travel, Global Initiatives has made partial funding available. Once a faculty member has obtained approval and funding from their department and the Dean, they can then submit an on-line application for support from the Global Travel Fund. Applicants must be full-time faculty/staff and not in any “visiting” capacity. Guidelines and the application form are available at <https://www.miamioh.edu/global-initiatives/faculty-resources/global-travel-fund/index.html>.

Lecture funds are used to bring guest speakers to our campus. Many departments cooperatively sponsor interdisciplinary lectures to stretch limited lecture funds. The CAS support generally ranges from \$250 to \$500. Higher requests will require discussion with the office of the dean.

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A small allocation is provided to some departments or programs for entertaining guests. Such funds are normally used to provide meals or refreshments at receptions. Alcoholic beverages may _____ be purchased with these funds. Miami guidelines regarding guest hosting are found under at:

<https://www.miamioh.edu/fbs/controller/accounts-payable/policies/hosting-policy/index.html>

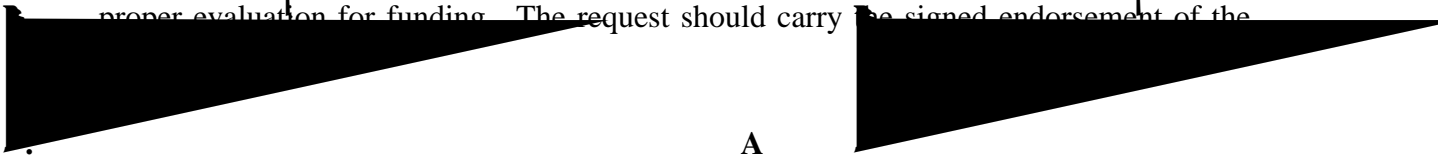
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The Dean's Office reviews a summary report of all accounts in the division monthly. Chairs are asked to keep up-to-date balances for all departmental accounts, and check them carefully against the Miami ledgers in Oracle Business Intelligence (BI) or Banner 9.

II. SPECIAL REQUEST ALLOCATIONS TO FACULTY OR DEPARTMENTS

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The CAS Dean's Office has a limited pool of discretionary funds for special projects. Requests for discretionary funds should be made in writing with adequate detail to allow proper evaluation for funding. The request should carry the signed endorsement of the



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Miami has a “*No PO, No Pay*” policy. Invoice payment requests where there is no Purchase Order in place or created before services have been rendered, or created after the fact, will be denied.

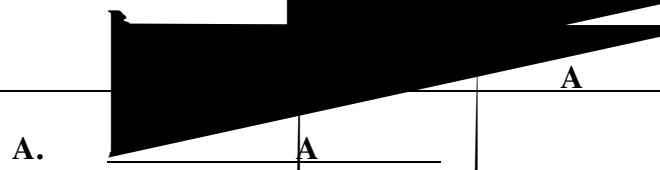
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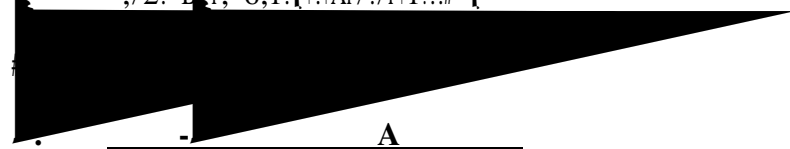
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