Business Manager Meeting Agenda June 6, 2017

1. Please be ready to discuss EOY close out and what questions you have (questionable balances, reconciliations, carryover, etc.). We want to make sure we resolve any issues rather than carry them over (payroll, service centers, etc).
2. Leave reporting/approval – from the month of March to April we went from 1 leave report being submitted late to 5. How can we solve this?
3. P-card charges – obtaining proper documentation for inappropriate charges (personal, VTF, Amazon Prime).
4. Travel approvals
5. Hiring plan & AY/CY stipend spreadsheet – when will it be sent/when is it due?
6. Financial support for faculty on unpaid leave – for example, travel, student wage support, and supplies.  What is allowed/not allowed?
7. Research travel reimbursements on E&G funds.  The Controller’s Office just recently asked a student to repay a travel reimbursement that she received as an “award” from MI because research related travel is not allowed on E&G funds(?).  Brandon Webb & Wendell Vest also just rejected our plan to use operating funds to cover travel for a grad student that received a GSA award even though the GSA would reimburse us (they used the same explanation).