POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: __________________________
Minor Amendment □
Chapter & Title: APM 45.06

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Kris Freitag 12-7-18
(Please see FSH 1460 C)
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Policy Sponsor: (If different than originator.) Deborah N Shaver
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Reviewed by General Counsel Yes x No Name & Date: ______________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Update to clarify policy and remove outdated information.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
https://www.uidaho.edu/research/faculty/manage-award/guide/managing-transactional
https://www.uidaho.edu/research/faculty/dga#accordion-row-3e3a13cb-4747-4f4a-a17f-f5d6213d5bc6-
https://www.uidaho.edu/research/faculty/manage-award/guide/budget/unallowable-expenses

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: __________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ______
h/c ______
web ______
Register: ______________
(Office Use Only)

Policy Coordinator
Appr. & Date:
[Office Use Only]

APM
F&A Appr.: _______
[Office Use Only]