

FANG Meeting – September 2, 2009

Departmental Award (Scholarship) Forms:

- Departmental Award Form
- International Student Departmental Award Form
- Departmental Award Change Request Form

- All of these forms will be available on the Scholarship Office website:
 - <http://www.unm.edu/~schol/>
 - On or around September 8

- These 3 forms should first be routed to Unrestricted Accounting – Main
 - MSC 01-1260
 - UA-Main will perform Taxation review, and sign off on index if it's main or branch campus unrestricted.
 - UA-Main will forward to Scholarship office if all review is complete, or will forward to appropriate accounting office for index sign off.

Student Tuition Payment Form

- This form will also be available on Scholarship Office website:
 - <http://www.unm.edu/~schol/>
 - On or around September 8

 - This form should be routed directly to the appropriate core accounting office:
 - UA-Main (MSC01-1260)
 - UA-HSC (MSC09-5220)
 - Contract & Grant Accounting-Main (MSC01-1245)
 - Contract & Grant Accounting-HSC (MSC09-5220)
 - Department is responsible for determining the appropriate office
 - Accounting will redirect if necessary

 - Accounting office will forward to Scholarship Office after final review
 - Departments must fill in appropriate \$ amounts
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Per diem rate changes:

- New rates in effect for travel occurring after October 1, 2009
- See UA-Main website (<http://www.unm.edu/~gacctng/travel.html>) for details
- As always, departments can and should consider whether they will allow the full federal rate.