

Temporary Financial Guidelines Summer 2021

Effective: May 2021

The Division of Academic and Student Affairs is following university protocol in regards to activities on campus. The following guidelines are intended to provide guidance for operations and expenditures during the summer and will be in effect until further notice. These guidelines are subject to change contingent on University and/or Miami-Dade County requirements.

These requirements are applicable to all A&S fee expenditures.

Registered Student Organization Council

During the Summer, any active registered student organization can reserve space in Graham University Center and Wolfe University Center under the SGA Room Rental Agreement. As the university repopulates the campus and the COVID-19 guidelines are updated, we have reviewed the need to continue with payments for tent rental packages under the SGA Room Rental Agreement. Inasmuch as the inclusion for the payment of tent packages was to expire on May 28, 2021 and the university is changing its guidelines, we are sunsetting the addendum to the SGA Room Rental Agreement. Costs associated with tent rental packages reserved after May 28, 2021 will need to be covered by the organization, council, club, or department.

Other Agencies and Bureaus

Per above information for Tent rentals – SGA Room rental will cover charges until May 28, 2021. After this date, all rentals for tents and tent packages will need to be covered by the agencies or bureaus.

Travel and Conferences – Pursuant to the May 10, 2021 memo from the Provost, the restriction for domestic travel has been lifted. It will be the responsibility of the supervisor/advisor to approve the Travel Authorization before booking travel. Travelers are urged to follow best practices and recommendations by the CDC for vaccinated and unvaccinated individuals. Travelers should take into consideration travel restrictions applying in transit as well as the destination which may have a significant impact on the work to be completed, prior to departure.

International travel remains restricted until further notice.

Group travel for excursions or field trips within the vicinity (50 miles or less from FIU) without overnight stays may proceed as long as physical distancing requirements and the University's COVID-19 safety protocol are strictly enforced.

Effective immediately, the requirement for completion of Exemption Request forms has been amended so the form will only be needed for purchases totaling over \$1,500. Make sure to reference if the Purchase Request has been prepared in Panther Connect.

Organization and Campus Life advisors have been advised of the Division's current guidelines and will work with all organizations to ensure compliance.