

INDIANA UNIVERSITY

2017-18 OPERATING BUDGET

University Administration Instructions and Guidelines

May, 2017

University Administration  
2017-18 Operating Budget Instructions and Guidelines

**University Administration**

In your budget submission, you must include a narrative description for ALL FUNDS to:

- Increase operating efficiencies in both your administrative and academic enterprises. This information will be reported to the Board of Trustees at the June 2017 budget presentation. The information submitted must include specific operational efficiencies, how they were achieved and the overall impact on unit base budgets. This information should be quantified.
- Mitigate the pressures from our stressed revenue streams.

**University Administration Support and Expenditure Control Totals**

Expenditure targets for your general fund accounts are provided in Attachment 1. Reallocation among the accounts is permitted, but the overall general fund budget request for your area must not exceed these targets which incorporate your previously submitted departmental revenue and transfers-in/allotments.

**Legal Services**

Legal services providers must be approved by the Office of the Vice President and General Counsel. Expenditures for legal services may only be made in accordance with guidelines established by that office.

**Salary Policy for Fiscal Year 2017-18—All Fund Groups**

**Salary and Wage Policy for Fiscal Year 2017-18—All Fund Groups**

The salary and wage policy for fiscal year 2017-18 provides guidelines for salary and wage setting that supports the objective of optimizing the university's ability to continue to attract and retain outstanding faculty and staff talent.

**The salary and wage policy is predicated on an overall budget framework WITHOUT structural deficits.**

- Each campus and RC average base salary increase pool is limited to 2%, for continuing faculty and staff assuming the organization has available resources.
  - A campus (with VPCFO approval) or responsibility center (RC) (with Campus approval) may elect, given its priorities and resource constraints, to set a salary increase pool lower than provided in this policy.
  - University Administration RC's will be centrally funded for increases of ONLY 1.5%. An additional 0.5% will be allowed, per policy, and based on the RC's own funding ability.
- Increases above 8% require Campus and Associate Vice President for Human Resources Review.

A list of **includable** reason codes is provided below. An employee receiving a 0% increase must be coded with one of the following codes. Please code every funding line with the reason code and calculated amount of the reason. The use of these codes will **NOT** exclude an increase from the salary average increase calculation:

- a. INS – Insufficient Funds.
- b. MID – Employee received off-cycle increase during 16-17 budget year resulting in no 7/1 increase or a reduced increase %.
- c. NEW – Academic, Professional staff and non-union support or service new hire resulting in no 7/1 increase or a reduced increase %.
- d. PER – Less than satisfactory performance, which should be documented by a performance improvement plan or other corrective action in FY17 or within the previous 12 months, resulting in no or reduced increase for FY18.
- e. FYS – Fiscal year supplement (bi-weekly staff above the maximum salary range).

The policy provides for an exception for individuals **excluded** from the average for the following reasons **ONLY** (please code for exclusion every funding line with the reason code and calculated amount of the exclusion):

**Excludable Reason Codes Applicable to Faculty:**

- a. EQU – Affirmative Action approved increases submitted prior to March 2017.
- b. EQY – Submit request to Campus Academic Affairs for review and approval.
- c. FLT – Employees earning less than \$31,200 annualized, receiving a flat increase.
- d. INT – Employee salary increases mandated by the Department of Labor.
- e. MYR – Written agreement completed prior to May 15, 2017 that include a salary increase requirement for the FY2017-2018. Please provide a copy of the individual's agreement.
- f. NTN – Newly tenured faculty.
- g. PRO – Faculty receiving promotion in rank or newly named as Distinguished Professors.

**Excludable Reason Codes Applicable to Staff:**

- a. EQU – Affirmative Action approved increases submitted prior to March 2017.
- b. EQY – Market adjustments for employees that have fallen behind in base salary as compared to similar positions on campus and/or in the market. External market data must be provided or approved by Compensation. Submit the request and supporting documentation to Compensation via [salaryiu@iu.edu](mailto:salaryiu@iu.edu) by May 15, 2017.
- c. FLT – Employees earning less than \$31,200 annualized, receiving a flat increase.
- d. HLR – Staff position duties have substantially changed **within level** and the position now has a sustained increase in responsibility documented in a position description during FY 2017 (position submitted for position review July 1, 2016- May 15, 2017) and approved by Compensation are eligible for up to an additional 8% salary/wage (combining the HLR percentage with the campus salary policy will result in a higher percentage); requested increases should not exceed the associated salary range maximum or create internal equity or compression issues. Submit the increase request and supporting documentation to Compensation via [salaryiu@iu.edu](mailto:salaryiu@iu.edu) by May 15, 2017.
- e. INT – Employee salary increases mandated by the Department of Labor.
- f. MYR – Written agreements completed prior to May 15, 2017 that include a salary increase requirement for FY17-18. Please provide a copy of the individual's agreement.
- g. RCL – Staff either (a) reclassified to a higher rank, or (b) promoted to a different position of higher rank.

**For Employees with Base Rates Less Than \$31,200**

Employees earning less than \$31,200 on a full time calculation, after the salary policy increase, will receive an additional base increase up to \$600 for monthly or \$603.20 for hourly. This increase is limited to the amount needed to reach \$15/hr or \$31,200/annually.

A full-time equivalent rate will be calculated for part-time appointed employees and their salaries will be pro rata. Under separate cover, a file of budget CSF Tracker records will be sent to assist in budgeting and determining the costs, by account. For employees not covered by union agreements, salaries for those paid less than \$31,200 (\$15/hr) should be set according to this policy, and the reason code "FLT" assigned to the increase.

The PER excludable code should be used for employees with less than satisfactory performance. This should be documented by a performance improvement plan or other corrective action in FY17 or within the previous 12 months.

#### **Support and Service Staff Represented by Unions**

For support and service staff covered by a union (i.e. AFSCME Service, AFSCME Police, IATSE and CWA), the salary increase pool available for distribution shall be calculated based on the following:

- The salary increase pools for employees represented by unions will provide for an overall average of 2%.
- Employees earning less than \$31,200 on an annualized full-time equivalent rate after the salary policy increase, will receive an additional base increase up to \$603.20 annually, with this increase limited to the amount needed to reach \$15/hr or \$31,200/annually. A full-time equivalent rate will be calculated for part-time appointed employees and their salaries will be pro rata. Under separate cover, a file of budget CSF Tracker records will be sent to assist in determining the cost, by account for budgeting in the salary reserve line.

Salary statistics by RC are calculated independently within three employee classifications, Faculty, Professional Staff, and support/service staff.

The lack of a percentage maximum does not guarantee campus or university approval of proposed salary or wage increases. Units must be able to justify large increases, no increase, or salary and wage decreases for individual employees. All increases should be covered by existing unit budgets. Resulting salaries and wages should be commensurate with those of similar job ranking across the university. Provide justifications for increases in excess of 8% with your budget submission. As always, please do not share salary and wage recommendations with employees prior to Trustee approval of the FY17-18 budget.

#### **Salaries set by the President**

The salaries set by the President should be entered consistent with the salary policy.

#### **Temporary Employees – Retirement Eligible**

All employees who are in Temporary positions (assignments) that have reached 900 hours of service in a single calendar year shall be covered going forward by the Retirement & Savings Plan, unless covered by another University-sponsored retirement plan. This requires all hours University-wide to be considered (not by RC).

#### **Employee Benefit Rates, Attachment 2**

**Supplies and Expenses, Travel, Equipment (object codes 4000 to 7xxx)**

Please use the appropriate object code and budget projected non-compensation expenses, as accurately as possible, to aid in planning and comply with applicable indirect cost recovery regulations.

**Space Rental (object code 4680)**

There will be no increase in the Poplars space rental rate for 2017-18.

**Employment Eligibility Verification and Background Checks (object code 4871)**

Employment eligibility verification (EEV) and criminal background checks for IU employees must be completed utilizing the web-based enterprise system. In addition, criminal background checks are required for some students and volunteers. Departments are charged for criminal background checks. The base cost for each criminal background check is \$20.00. The actual cost to the department may be higher due to additional charges, such as ordering other services, court fees, state required notifications, etc. Larger units should take this into consideration when formulating their budgets. The criminal background check includes a criminal history and Sex & Violent Offender registry checks. The cost of the EEV process, which includes Form I-9s and E-Verify checks, is included in the criminal background check charge. There is no separate charge for the EEV process.

Additional information regarding criminal background checks and the Form I-9/E-Verify process can be found on the UHR website at: <http://hr.iu.edu/eev/index.html>.

In addition to the above, note the policy pertaining to Indiana University programs which involve children: <http://policies.iu.edu/policies/categories/administraton-operatings/public-safety-institutional-assurance/PS-01.shtml>

**Fire and Casualty Insurance, Attachment 3**

Use object code 5039.

**Travel Allowances, Attachment 4**

Use objects 6xxx.

**Durable Goods and Software, Expendable Equipment and Software, Capitalized Equipment and Software (object codes 4910, 5200, 5215, 7000 to 7099)**

### **Capital Equipment:**

Capital equipment purchases are equipment items with an acquisition value of at least \$5,000.00 and a useful life of one year or greater. For equipment meeting these capitalization criteria use the following object codes:

7000 Capital Equipment  
7015 Computer Equipment

Other costs such as installation, freight/shipping, and training should also be capitalized with equipment purchases over \$5,000. If the equipment purchased meets the capitalization criteria, then these costs should also be coded to object code 7000 or 7015.

Warranties, maintenance agreements and software licenses should NEVER be capitalized with equipment. These purchases should always be expensed to object codes 4776 or 4616.

Please refer to Standard Operating Procedure CSOP 8.0 Capitalization of Movable Equipment for detailed guidelines relating to the capitalization of moveable equipment and object code assignment. <https://fms.iu.edu/capital-assets/capital-asset-standard-operating-procedures/csop-80-capitalization-moveable-equipment/>.

If you have any questions, please email [capasset@iu.edu](mailto:capasset@iu.edu).

### **Lifecycle Funding (object 9940, sub-object LCF)**

The base budget contains the appropriate funding level to be maintained by each responsibility center within University Administration for the 2017-18 fiscal year and should be carried forward. If you are uncertain about the amount of funding needed, please contact the University Budget Office.

### **University Administration Charges and Allotments for Non-General Funds, Attachment 5.**

The Administrative Service Charge for non-general funds will be \$799,800 for 2017-18, (object code 9951, sub-object UAS)

### **IU Foundation Development Services Fee**

The General Fund will continue to absorb the non-general fund component of the Foundation Development Services Fee in 2017-18.

### **Dependent and Spouse Tuition Benefit (object code 9956, sub-object code DFC)**

Federal regulations do not allow for the recovery of the employee's spouse or dependent fee tuition benefit cost via the institutional pooled staff benefit billing process (since these costs may not be charged to federally-sponsored contracts and grants). The estimated current year cost recovery will be allocated on the basis of eligible employee CSF Tracker FTE amounts which will continue to be absorbed by the General Fund in 2017-18.

### **Completing Budget Preparation: Ready for "Pull Up"**

Budget preparation efforts should conclude **no later** than ***Monday, May 29, 2017***. When your accounts are ready for "Pull Up," please email Greg Alter, [galter@indiana.edu](mailto:galter@indiana.edu), or Alicia Robertson, [alirober@indiana.edu](mailto:alirober@indiana.edu).

INDIANA UNIVERSITY  
2017-18 OPERATING BUDGET  
Allocated Budgets by Reporting Units

C Code	Reporting Unit Code	Reporting Unit Name	Report Item	Revenue	Expenditures	Univ Subsidy
8B	ALUM	ALUMNI RELATIONS	Adjusted Base Budget	390,554	3,040,416	2,649,862
			Provision for Compensation Incr at 1.5%	-	51,004	51,004
			Provision for Low Earner Increase	-	1,467	1,467
			Income Adjustment	53,125	53,125	-
			International Advancement	-	217,908	217,908
			Provision for Union Compensation Incr Additional 0.5%	-	3,083	3,083
		<b>ALUMNI RELATIONS Total</b>		<b>443,679</b>	<b>3,367,003</b>	<b>2,923,324</b>
89	ARTI	IU RESEARCH & TECHNOLOGY CORP	Adjusted Base Budget	667,801	1,555,976	888,175
			Income Adjustment	(330,001)	(330,001)	-
		<b>IU RESEARCH &amp; TECHNOLOGY CORP Total</b>		<b>337,800</b>	<b>1,225,975</b>	<b>888,175</b>
8A	BDOT	BOARD OF TRUSTEES	Adjusted Base Budget	-	313,003	313,003
			Provision for Compensation Incr at 1.5%	-	2,859	2,859
		<b>BOARD OF TRUSTEES Total</b>		<b>-</b>	<b>315,862</b>	<b>315,862</b>
9C	CLSC	VP CLINICAL AFFAIRS	Adjusted Base Budget	605,662	2,447,542	1,841,880
			Provision for Compensation Incr at 1.5%	-	26,557	26,557
			Income Adjustment	(304,652)	(304,652)	-
		<b>VP CLINICAL AFFAIRS Total</b>		<b>301,010</b>	<b>2,169,447</b>	<b>1,868,437</b>
9B	ENGA	ENGAGEMENT	Adjusted Base Budget	547,832	10,986,198	10,438,366
			Provision for Compensation Incr at 1.5%	-	124,875	124,875
			Income Adjustment	(97,832)	(97,832)	-
			Provision for Union Compensation Incr Additional 0.5%	-	1,082	1,082
		<b>ENGAGEMENT Total</b>		<b>450,000</b>	<b>11,014,324</b>	<b>10,564,324</b>
89	GRAD	UNIVERSITY GRADUATE SCHOOL	Adjusted Base Budget	568,252	3,346,169	2,777,917
			Provision for Compensation Incr at 1.5%	-	31,421	31,421
			Provision for Low Earner Increase	-	838	838
			Provision for Union Compensation Incr Additional 0.5%	-	1,434	1,434
		<b>UNIVERSITY GRADUATE SCHOOL Total</b>		<b>568,252</b>	<b>3,379,863</b>	<b>2,811,611</b>
93	INTP	VP FOR INTERNATIONAL AFFAIRS	Adjusted Base Budget	20,000	3,688,333	3,668,333
			Provision for Compensation Incr at 1.5%	-	55,056	55,056
			Provision for Low Earner Increase	-	1,091	1,091
			Income Adjustment	(5,000)	(5,000)	-
			Provision for Union Compensation Incr Additional 0.5%	-	682	682
		<b>VP FOR INTERNATIONAL AFFAIRS Total</b>		<b>15,000</b>	<b>3,740,162</b>	<b>3,725,162</b>
89	OUAA	AFFIRMATIVE ACTION/UA	Adjusted Base Budget	-	308,684	308,684
			Provision for Compensation Incr at 1.5%	-	5,176	5,176
		<b>AFFIRMATIVE ACTION/UA Total</b>		<b>-</b>	<b>313,860</b>	<b>313,860</b>
88	PRES	PRESIDENT'S OFFICE	Adjusted Base Budget	286,000	4,528,522	4,242,522
			Provision for Compensation Incr at 1.5%	-	47,416	47,416
			Income Adjustment	2,560	2,560	-
			Chicago and Washington DC office Rental - IU portion	-	500,119	500,119
			Provision for Union Compensation Incr Additional 0.5%	-	236	236
		<b>PRESIDENT'S OFFICE Total</b>		<b>288,560</b>	<b>5,078,853</b>	<b>4,790,293</b>
95	UAVP	VP UNIVERSITY ACADEMIC AFFAIRS	Adjusted Base Budget	712,694	21,017,881	20,305,187
			Provision for Compensation Incr at 1.5%	-	294,114	294,114
			Provision for Low Earner Increase	-	14,137	14,137
			Income Adjustment	284,306	284,306	-
			Chief of Staff - Sarah Booher	-	155,072	155,072
			IUPD Communications Dispatcher	-	45,000	45,000
			Provision for Union Compensation Incr Additional 0.5%	-	16,047	16,047
		<b>VP UNIVERSITY ACADEMIC AFFAIRS Total</b>		<b>997,000</b>	<b>21,826,556</b>	<b>20,829,556</b>
95	UAVP-OE	VP UNIVERSITY ACADEMIC AFFAIRS-ONLINE EDUCATION	Adjusted Base Budget	8,868,058	8,868,058	-
			Provision for Compensation Incr at 1.5%	-	29,961	29,961
			Income Adjustment	611,903	581,942	(29,961)
		<b>VP UNIVERSITY ACADEMIC AFFAIRS-ONLINE EDUCATION Total</b>		<b>9,479,961</b>	<b>9,479,961</b>	<b>(0)</b>
9A	UCOU	GENERAL COUNSEL	Adjusted Base Budget	48,916	5,095,885	5,046,969
			Provision for Compensation Incr at 1.5%	-	78,706	78,706
			Income Adjustment	60,000	60,000	-
			Market Level Salary Increase for 2 Student Welfare Positions (C	-	35,000	35,000
			Provision for Union Compensation Incr Additional 0.5%	-	263	263
		<b>GENERAL COUNSEL Total</b>		<b>108,916</b>	<b>5,269,854</b>	<b>5,160,938</b>
98	VPAD	VP CAPITAL PROJECTS & FACILITIES	Adjusted Base Budget	963	3,596,527	3,595,564
			Provision for Compensation Incr at 1.5%	-	55,891	55,891
			Provision for Union Compensation Incr Additional 0.5%	-	292	292
		<b>VP CAPITAL PROJECTS &amp; FACILITIES Total</b>		<b>963</b>	<b>3,652,710</b>	<b>3,651,747</b>
86	VPDV	VP DIVERSITY,EQUITY&MULTICULTURAL AFFRS	Adjusted Base Budget	140,000	515,576	375,576
			Provision for Compensation Incr at 1.5%	-	3,932	3,932
			Income Adjustment	(140,000)	(140,000)	-
			IU Incident Reporting System	-	28,000	28,000
		<b>VP DIVERSITY,EQUITY&amp;MULTICULTURAL AFFRS Total</b>		<b>-</b>	<b>407,508</b>	<b>407,508</b>

## University Administration Support and Expenditure Control Totals

## Attachment 1 cont.

94	VPIT	VP FOR INFORMATION TECHNOLOGY	Adjusted Base Budget	18,426,217	35,465,626	17,039,409
			Provision for Compensation Incr at 1.5%	-	403,509	403,509
			Provision for Low Earner Increase	-	6,979	6,979
			Income Adjustment	(525,745)	(525,745)	-
			Adaptive Technology Accessibility Center	-	557,783	557,783
			Provision for Union Compensation Incr Additional 0.5%	-	9,911	9,911
VP FOR INFORMATION TECHNOLOGY Total				17,900,472	35,918,063	18,017,591
94	VPIT-SS	VP FOR INFORMATION TECHNOLOGY-SHARED SERVICES	Adjusted Base Budget	20,039,896	54,468,629	34,428,733
			Provision for Compensation Incr at 1.5%	-	597,976	597,976
			Income Adjustment	1,246,501	1,246,501	-
VP FOR INFORMATION TECHNOLOGY-SHARED SERVICES Total				21,286,397	56,313,106	35,026,709
92	VPPF	VP AND CHIEF FINANCIAL OFFICER	Adjusted Base Budget	1,855,986	21,755,993	19,900,007
			Provision for Compensation Incr at 1.5%	-	327,320	327,320
			Provision for Low Earner Increase	-	838	838
			Income Adjustment	960,220	960,220	-
			HR - FY17 Approved 6 New Positions - Cash Funded in 2017 no	-	450,000	450,000
			Provision for Union Compensation Incr Additional 0.5%	-	15,103	15,103
VP AND CHIEF FINANCIAL OFFICER Total				2,816,206	23,509,474	20,693,268
91	VPR	VP FOR RESEARCH	Adjusted Base Budget	558,717	14,516,787	13,958,070
			Provision for Compensation Incr at 1.5%	-	245,512	245,512
			Provision for Low Earner Increase	-	1,220	1,220
			Income Adjustment	(131,732)	(131,732)	-
			Base increase for IUF personnel transfer	-	457,025	457,025
			Director of Federal Research	-	193,360	193,360
			FY17 Office of Research Administration Equity request	-	301,510	301,510
			Office of Research Compliance Equity Request	-	312,351	312,351
			Provision for Union Compensation Incr Additional 0.5%	-	1,690	1,690
VP FOR RESEARCH Total				426,985	15,897,723	15,470,738
96	VPUR	VP FOR PUBLIC AFFAIRS & GOV'T RELATIONS	Adjusted Base Budget	-	2,409,156	2,409,156
			Provision for Compensation Incr at 1.5%	-	34,301	34,301
			Provision for Union Compensation Incr Additional 0.5%	-	215	215
			Salary and Benefits for Rebecca Polcz	-	36,903	36,903
VP FOR PUBLIC AFFAIRS & GOV'T RELATIONS Total				-	2,480,575	2,480,575



## Employee Benefit Calculation Percentages

Employee Category	Object Code(s)	Group Insurance/ Benefits (5625)	FICA (5760)	Retirement (5772) (5773)	Total Rate
<b>ACADEMIC:</b>					
Exempt	2000, 2005, 2008, 2280, 2288	20.10%	6.85%	13.28%	40.23%
Retirement Ineligible (Summer)	2010	20.10%	6.85%		26.95%
Overload	2170		6.85%		6.85%
Admin. Supplement	2200		6.85%		6.85%
Residents	2290		6.85%		6.85%
<b>OTHER ACADEMIC:</b>					
Non-student	2300 through 2310		6.85%		6.85%
Student	2331 through 2391				0.00%
<b>PROFESSIONAL:</b>					
Exempt	2400, 2405, 2408	20.10%	6.85%	13.28%	40.23%
Non-Exempt	2480, 2488	20.10%	6.85%	13.28%	40.23%
Overload	2420, 2428		6.85%		6.85%
Terminal Pay	2450		6.85%		6.85%
<b>NON-EXEMPT STAFF:</b>					
PERF & Retirement Savings Eligible	2500, 2504	20.10%	6.85%	12.04%	38.99%
PERF Terminal Pay	2550		6.85%	12.04%	18.89%
<b>TEMPORARY:</b>					
Casual Temporary	3000, 3150		6.85%		6.85%
Casual Temporary Overtime	3250		6.85%		6.85%
PERF & Retirement Savings Temp	3050		6.85%	12.04%	18.89%
PERF Staff Premium	3100		6.85%	12.04%	18.89%
PERF Staff Overtime - Exempt	3200		6.85%	12.04%	18.89%
PERF Staff Overtime - Non-Exempt	3205		6.85%	12.04%	18.89%
PERF Staff Work Hours	3210		6.85%	12.04%	18.89%
Student Temporary	3300 through 3961				0.00%
Supplemental Pay	4580, 4588		6.85%		6.85%
Foreign Honorarium	4581				0.00%
Retired	4582				0.00%
Supplemental/additional student pay	4590 through 5821				0.00%

UNIVERSITY ADMINISTRATION						
EMERGENCY MANAGEMENT	1A 19 116 20	4,927	\$ 4,903	\$ 4,883	-0.41%	
PUBLIC SAFETY	1A 19 116 30	1,642	\$ 1,634	\$ 1,628	-0.37%	
UNIV COMP SERV-ADMIN	1A 19 124 XX	\$ 48,106	\$ 47,457	\$ 47,924	0.98%	
RADIATION LAB SAFETY	1A 19 140 15	1,642	\$ 1,634	\$ 1,628	-0.37%	
ENVIRON H&S (ex. 10-482-87)	1A 19 150 02	6,569	\$ 6,537	\$ 6,511	-0.40%	
TOTAL UNIVERSITY ADMIN GENERAL FUND		\$ 62,887	\$ 62,165	\$ 62,574	0.66%	
IUPD	1A 23 151 70	23,267	\$ 23,559	\$ 22,789	-3.27%	
TOTAL DESIGNATED OTHER		\$ 23,267	\$ 23,559	\$ 22,789	-3.27%	
ATHLETICS GENERAL	1A 60 27X XX	1,167,677	\$ 1,177,986	\$ 1,321,840	12.21%	
GOLF	1A 60 280 01	4,723	\$ 4,815	\$ 4,843	0.58%	
CYCLOTRON GEN OPERATE	UA 60 132 00	\$ -	\$ -	\$ -		
RADIATION SAFETY	2A 60 140 25	\$ 3,290	\$ 3,111	\$ 3,120	0.29%	
HOUSES & RENTALS-CENTRAL	1A 60 154 00	\$ 77,024	\$ 84,113	\$ 84,585	0.56%	
UNIV COMP SERV-ADMIN	1B 63 101 15	\$ 3,852	\$ 3,546	\$ 3,543	-0.08%	
INTEG TECH ALLOTMENT	2A 66 124 XX	\$ 10,637	\$ 10,637	\$ 10,629	-0.08%	
TECHNOLOGY SUPPORT AUX	2A 63 101 17	\$ 1,773	\$ 1,773	\$ 1,771	-0.11%	
UNEMPLOYMENT COMPENSATION	1A 66 121 10	\$ 136	\$ 136	\$ 152	11.76%	
RADIATION SAFETY	2A 66 140 25	\$ 2,074	\$ 2,074	\$ 2,080	0.29%	
INSURANCE & LOSS CONTROL	1A 66 153 00	\$ 11,558	\$ 11,558	\$ 11,507	-0.44%	
ON-SITE REPRESENTATIVES	1A 66 154 00	\$ 4,903	\$ 4,903	\$ 4,883	-0.41%	
POPLARS	1A 66 181 01	\$ 74	\$ 74	\$ 73	-1.35%	
TOTAL UNIV. ADMIN.		\$ 1,287,720	\$ 1,304,726	\$ 1,449,026	11.06%	
TOTAL UNIVERSITY ADMINISTRATION		\$ 1,373,874	\$ 1,390,450	\$ 1,534,389	10.35%	

## Summary of Travel and Transportation Reimbursement Rates

*NOTE: Effective July 1, 2000, Indiana University began reimbursing travel and transportation costs using rates as defined by the federal government. This revised approach had a potentially significant impact on the total amount required in the base budget for travel costs.*

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 2017-18

## Travel and Transportation

Lodging

Please see Travel Management Services website:

<http://www.indiana.edu/~travel/traveling/hotelonline.shtml>

Per Diem

Please see Travel Management Services website:

<http://www.indiana.edu/~travel/traveling/perdiem.shtml>

Mileage allowance (effective January 1, 2017)

first 500 miles, each

\$ 0.5350

501-3000 miles

\$ 0.2675

Mileage is capped at 3000 miles.

will not be approved

Limo service

Classic Touch Limousine service, providing limo transportation to and from Indianapolis International Airport

The IU rates including gratuity are:

One-way shared rides from Bloomington to Indianapolis

\$ 67.00

Round-trip shared rides between Bloomington and Indianapolis

\$ 122.00

Please see TMS website:

<http://www.indiana.edu/~travel/traveling/limo.shtml#limo>

## System Service Charge for Non-General Funds

<u>Unit Name</u>	<u>Account Number</u>	<u>Subaccount</u>	<u>Object</u>	<u>Sub-object</u>	<u>Amount</u>
Athletics	60 271 81	-----	9951	UAS	\$701,797
Golf Course	60 280 01	-----	9951	UAS	\$ 31,674
Real Estate	60 154 00	-----	9951	UAS	\$ 31,559
Telecom Student LD	60 182 22	LDIST	9951	UAS	\$ 34,770