



### Financial Policy Summaries

The Financial Policy Office (FPO), within the Office of the Controller, oversees the development, communication and management of University-wide financial policies. FPO’s mission is to ensure that financial policies are accessible, easy to use tools for the Harvard financial community, and to help create new policies where needed. A full list of financial policies and links to other University policies may be found at <http://policies.fad.harvard.edu/>. Additional training and reference materials may be found on Harvard’s Training Portal: <https://trainingportal.harvard.edu>.

In addition to University-wide financial policies, Financial Accounting and Reporting (FAR) has an internal control program designed to reduce risks associated with financial reporting. To date, nine financial cycles have been assessed and key control activities have been documented which must be followed. Additional details may be found at: <http://hwpi.harvard.edu/internalcontrols/business-cycle-controls-matrices>

Please contact the FPO at [financialpolicy@harvard.edu](mailto:financialpolicy@harvard.edu) with any questions or concerns.

System	Policy	Description
Oracle	<b>Accepting Credit Card Payments</b>	Harvard University accepts credit cards as payment from external parties for certain goods, services, or gifts. This policy establishes that all credit card-accepting local units, called “merchants” must be set up through the central Cash Management Office, and must comply with the credit card industry standards, University guidelines and annual certifications as set forth in the University Credit Card Merchant Handbook. Link: <a href="http://policies.fad.harvard.edu/pages/accepting-credit-card-payments">http://policies.fad.harvard.edu/pages/accepting-credit-card-payments</a>
Assets Oracle	<b>Accounting for Internally-Developed Software</b>	This policy is to ensure adherence with Generally Accepted Accounting Principles (GAAP) and other regulatory requirements, to promote consistent accounting treatment across the University and ensure the operating results of University units are not misstated as a result of capital expenses unrecorded or recorded. Link: <a href="http://policies.fad.harvard.edu/accounting-internally-developed-software">http://policies.fad.harvard.edu/accounting-internally-developed-software</a>
Oracle	<b>Accounting for Leases</b>	This policy establishes accounting treatment of lease agreements entered into by the University, both as a lessee and as a lessor. There are two types of lease classifications: capital and operating and the property lease classification is important because it determines the University’s accounting and reporting requirements. Link: <a href="http://policies.fad.harvard.edu/accounting-leases">http://policies.fad.harvard.edu/accounting-leases</a>
Oracle	<b>Bank Accounts</b>	This policy establishes how Harvard University bank accounts are to be opened, maintained, reconciled and closed. Only designated Harvard employees within the Office of Treasury Management (OTM) are authorized to select banking partners for, approve, open, make changes to, and close all bank accounts controlled by Harvard University entities. Link: <a href="http://policies.fad.harvard.edu/pages/bank-accounts">http://policies.fad.harvard.edu/pages/bank-accounts</a>
Concur Oracle	<b>Business Expense Reimbursements</b>	This policy establishes when Harvard will pay for non-travel business expenses for any individuals conducting business on the University’s behalf. Harvard will reimburse for allowable, reasonable, properly substantiated expenses that are necessary and appropriate in the conduct of University business. All business expense reimbursements must meet the IRS accountable plan rules in order to be excluded from the recipient’s gross



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		income. Business expenses paid by any method must comply with this policy. Link: <a href="http://policies.fad.harvard.edu/pages/business_expense_reimbursements">http://policies.fad.harvard.edu/pages/business_expense_reimbursements</a>
Oracle	<b>Commitments and Contingencies</b>	This policy establishes how and when the University must account for commitments and contingencies. To ensure commitments and contingencies are recorded and reported properly, tubs must record accruals for probable and estimable material loss contingencies; not record gains from contingencies until the contingency occurs and the revenue is earned; and notify Financial Accounting and Reporting of material contingencies and commitments. Link: <a href="http://policies.fad.harvard.edu/pages/commitments-and-contingencies">http://policies.fad.harvard.edu/pages/commitments-and-contingencies</a>
Concur Oracle	<b>Employee Gifts and Celebratory Events</b>	Harvard units may occasionally spend modest amounts from appropriate funding sources to recognize employees under certain circumstances. This policy establishes allowable employee recognition as celebratory events or gifts for the following occasions: work-related achievement; employee morale-building events; and sympathy upon the death or serious illness of an employee or employee’s immediate family member. Link: <a href="http://policies.fad.harvard.edu/pages/employee-gifts-and-celebratory-events">http://policies.fad.harvard.edu/pages/employee-gifts-and-celebratory-events</a>
Concur Oracle	<b>Expense Recognition</b>	This policy establishes when and how expenses or accrued expenses need to be recorded in Harvard’s General Ledger. The University requires that expenses be recognized on the accrual basis, in accordance with generally accepted accounting principles (GAAP). Link: <a href="http://policies.fad.harvard.edu/pages/expense-recognition">http://policies.fad.harvard.edu/pages/expense-recognition</a>
Concur Oracle PeopleSoft	<b>Fellowship Payments and Reimbursements for Students and Non-employee Postdocs/ Fellows</b>	At Harvard, we use the term “fellowships” to refer to a host of payments: awards, stipends, grants, and allowances. Fellowships are generally gross income to the recipient, unless they are qualified payments for required tuition and fees for a degree program. This policy and a <a href="#">Fellowships Toolkit</a> can assist in classifying fellowship payments and reimbursements correctly. Link: <a href="http://policies.fad.harvard.edu/fellowships-vs-reimbursements">http://policies.fad.harvard.edu/fellowships-vs-reimbursements</a>
Oracle	<b>Financial Management of Property, Plant and Equipment</b>	This policy establishes the proper methods to account for facilities and equipment, including capitalization, depreciation, disposals and impairments, and various funding sources. Link: <a href="http://policies.fad.harvard.edu/pages/facilities-and-equipment">http://policies.fad.harvard.edu/pages/facilities-and-equipment</a>
All	<b>Financial Systems Access</b>	This policy establishes under what circumstances individuals can access University-wide financial systems. Access to Harvard’s financial systems will be granted only where there are valid business reasons. Link: <a href="http://policies.fad.harvard.edu/pages/financial-systems-access">http://policies.fad.harvard.edu/pages/financial-systems-access</a>
All	<b>Fraud Awareness and Reporting</b>	This policy establishes the overall roles and responsibilities of University employees for reporting and investigating potential fraud at the University. All Harvard employees have a responsibility to ensure that Harvard’s resources are used for valid and appropriate business needs. Administrators and all levels of management have added responsibility for establishing and maintaining proper internal controls to protect Harvard’s resources from misuse. Link: <a href="http://policies.fad.harvard.edu/pages/fraud">http://policies.fad.harvard.edu/pages/fraud</a>



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Concur Oracle	<b>Honoraria and Reimbursements for Foreign Nationals</b>	This policy outlines the circumstances in which the University can provide compensation to or pay for the travel expenses of guest speakers who are foreign nationals, and describes the associated tax implications. Harvard must make all payments to guest speakers who are foreign nationals in accordance with immigration law and IRS regulations. Link: <a href="http://policies.fad.harvard.edu/pages/honoraria-foreign-nationals">http://policies.fad.harvard.edu/pages/honoraria-foreign-nationals</a>
Concur Oracle Research	<b>Human Subject Payments</b>	This policy establishes the tax reporting requirements and data-security protocols related to the payment of human subjects at Harvard. High-risk confidential information must only be collected when necessary and any confidential information collected must be protected in accordance with the University's Enterprise Information Security Policy. Link: <a href="http://policies.fad.harvard.edu/pages/human-subject-payments">http://policies.fad.harvard.edu/pages/human-subject-payments</a>
Oracle	<b>Independent Contractor Classification</b>	A worker providing services to the University must be properly classified as either an employee or an independent contractor. If a worker is classified as an independent contractor, all supporting documentation referenced in this policy must be completed and signed before services are rendered. Link: <a href="http://policies.fad.harvard.edu/pages/independent-contractors">http://policies.fad.harvard.edu/pages/independent-contractors</a>
Concur Oracle	<b>Internal Billing Transactions</b>	This policy establishes the proper accounting treatment for transactions where one Harvard unit bills another Harvard unit for goods or services, including internal billings from academic service centers and from central service units. Link: <a href="http://policies.fad.harvard.edu/pages/internal-billing-transactions">http://policies.fad.harvard.edu/pages/internal-billing-transactions</a>
Oracle	<b>Internal Transfers</b>	This policy establishes the proper methods to transfer monies between funds and units. Tubs transfer monies between University funds for various reasons. These internal transfers must not increase total University income or expenses nor misstate the operating results of any University unit. Link: <a href="http://policies.fad.harvard.edu/pages/internal-transfers">http://policies.fad.harvard.edu/pages/internal-transfers</a>
Oracle	<b>Petty Cash</b>	This policy establishes the proper uses and administration of petty cash funds. Petty cash funds provide cash to local units to cover minor expenses, such as reimbursement of staff members and visitors for small expenses like such as taxi fares, postage, office supplies, human subject payments, etc. Wherever possible, local units should use other disbursement methods (i.e., HCOM, PCard) instead of petty cash. Link: <a href="http://policies.fad.harvard.edu/pages/petty-cash">http://policies.fad.harvard.edu/pages/petty-cash</a>
Oracle PCard	<b>Purchasing Card</b>	Harvard Purchasing Cards (PCards) are University-liability credit cards issued in the names of authorized, trained individuals to purchase certain eligible goods and services in support of Harvard University. Only eligible direct University business expenses may be charged to the PCard; personal purchases are strictly prohibited. Link: <a href="http://policies.fad.harvard.edu/pages/purchasing-card">http://policies.fad.harvard.edu/pages/purchasing-card</a>
Oracle	<b>Reserves for Bad Debt</b>	This policy establishes how reserves for bad debt and write-offs are recorded at the University. Link: <a href="http://policies.fad.harvard.edu/pages/reserves-bad-debt">http://policies.fad.harvard.edu/pages/reserves-bad-debt</a>



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Concur Oracle PCard	<b>Responsibilities of Purchasers, Preparers and Approvers</b>	Individuals who spend funds or who prepare or authorize expenditures on behalf of the University have a stewardship responsibility to ensure those transactions are reasonable, appropriate, and have a proper University business purpose. This policy defines and codifies the responsibilities of individuals who spend Harvard funds and who prepare and approve transactions. Link: <a href="http://policies.fad.harvard.edu/responsibilities-purchasers-preparers-and-approvers">http://policies.fad.harvard.edu/responsibilities-purchasers-preparers-and-approvers</a>
Oracle	<b>Restricted Fund Spending Compliance</b>	All Harvard University schools and units are required to establish sound procedures to manage spending on donor restricted funds to achieve the objective of compliance with terms and conditions. This policy establishes key controls that each school must include in its local procedures. Link: <a href="http://policies.fad.harvard.edu/pages/restricted-fund-spending-compliance">http://policies.fad.harvard.edu/pages/restricted-fund-spending-compliance</a>
Oracle	<b>Revenue Recognition</b>	This policy establishes when revenue must be recorded at the University. The University requires that revenues be recognized on an accrual basis, meaning when they are earned, not necessarily when payment is received. Link: <a href="http://policies.fad.harvard.edu/pages/revenue-recognition">http://policies.fad.harvard.edu/pages/revenue-recognition</a>
Oracle	<b>Short-Term Operating Advances</b>	A short-term operating advance (STOA) is a funding method used to provide cash for short-term project expenses where other methods of funding are impractical. Link: <a href="http://policies.fad.harvard.edu/short-term-operating-advances">http://policies.fad.harvard.edu/short-term-operating-advances</a>
Concur PeopleSoft	<b>Staff Mobile Phone Policy</b>	This policy establishes specific job-based eligibility criteria for Harvard staff to receive University-provided funding for voice, text or data plans. Link: <a href="http://policies.fad.harvard.edu/staff-mobile-phone-policy">http://policies.fad.harvard.edu/staff-mobile-phone-policy</a>
Oracle	<b>Tax Compliance for External Revenue-Generating Activities in the U.S.</b>	Activities that generate income from external sources are potentially subject to taxation, specifically income tax and sales tax. While most of Harvard’s income is tax-exempt, as a 501 (c)(3) institution, Harvard University is subject to unrelated business income tax (UBIT) on activities not substantially related to education and research. This policy establishes the protocols for reporting and remitting income and sales tax on sales made by the University. Link: <a href="http://policies.fad.harvard.edu/pages/tax-compliance-external-revenue-generating-activities">http://policies.fad.harvard.edu/pages/tax-compliance-external-revenue-generating-activities</a>
PeopleSoft	<b>Time Entry and Approval for Non-exempt employees</b>	This policy provides guidance to all non-exempt employees, employees who are eligible for overtime under the Fair Labor Standards Act (FLSA), and their Time Approvers regarding the reporting and approval of hours worked and absences. Link: <a href="http://policies.fad.harvard.edu/time-entry-and-approval-non-exempt-employees">http://policies.fad.harvard.edu/time-entry-and-approval-non-exempt-employees</a>
Concur Oracle	<b>Travel</b>	This policy establishes how Harvard University will reimburse individuals for travel expenses incurred conducting University business. As a public charity that benefits from gifts by donors and sponsored awards, Harvard University has a stewardship obligation to use its funds prudently; all Harvard University employees must use University resources wisely and in the fullest support of Harvard’s mission of education and research. Link: <a href="http://policies.fad.harvard.edu/pages/travel-0">http://policies.fad.harvard.edu/pages/travel-0</a>