

# COMPLIANCE UPDATES AND USEFUL TIPS

## CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

SEPTEMBER 2019

### IN THIS ISSUE:

#### Operational Updates to the MDE Employees Policies & Procedures Manual

This month's *Compliance Updates* provides an overview of updates to policies and procedures in the MDE Employees Policies & Procedures Manual (MEPPM) from the Office of Operations. MDE policies and procedures provide guidelines for decisions and actions to ensure consistency in the day-to-day operations of the agency.

#### Office of Operations Updates to the MEPPM

Several operational policies and procedures have been updated in the MEPPM. Press Control (Ctrl) plus click for quick access to operational sections of the manual.

- Section 12 – Budget Process
- Section 13 – Travel
- Section 14 – Fixed Assets and Facility Usage
- Section 15 – Printing
- Section 16 – Purchasing
- Section 16.1 – Accounts Receivable
- Section 17 – Contracts
- Section 18 – Grants/Subgrants

#### Travel Policy Changes/Reminders

- Travel authorization form is required for all travel (employee, contract, consultant).
- Travel authorization form with the State Superintendent's signature must be submitted to travel agency in order book airline travel.
- Employee must travel a distance greater than 75 miles one way to be eligible for overnight lodging.
- Two quotes are required for all flights that are not booked through one of the contract travel agencies.
- An eWaiver Request Form is required to request a waiver from any standard travel procedures (e.g., to be reimbursed for preferred airline seating or when selecting a hotel other than the conference hotel and rate).
- eWaivers are not required when pricing is found for less than the state contract price or in the case of an emergency while traveling.

#### Printing Policy Changes

- Printing jobs which involve more than 500 total copies should be made by the operator located in the Central Receiving/Mail Room.

#### REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)