

BYU Expenditure & HR Transaction Compliance Penalties
As of June 1, 2019

Exceeds 1000 hours	
Staff PT	\$ 100.00
Late Contract	
Faculty Adjunct	\$ 100.00
Faculty FT	\$ 100.00
Staff PT	\$ 100.00
Student	\$ 100.00
Late Hourly Hire	
Student	\$ 100.00
Late I-9	
CE Contract	\$ 100.00
Faculty Adjunct	\$ 100.00
Faculty FT	\$ 100.00
Staff PT	\$ 100.00
Student	\$ 100.00
Over 28 hours	
Staff PT	\$ 1,000.00
Student	\$ 1,000.00
Payroll	
No Direct Deposit	\$ 20.00
Payroll Manual Check	\$ 20.00
Purchase Requisition	
After-the-Fact PR	\$ 20.00
Treasury	
Missing Research Cash Distribution Documentation	\$ 50.00
Y-Expense	
Airfare Not Purchased Through BYU Travel	\$ 100.00
Gift Cards Purchased with Credit Card	\$ 50.00
Missing Documentation	\$ 20.00
Missing Student Travel Authorization	\$ 50.00
Misuse of Credit Card	\$ -
Misuse of Expense Report - Business	\$ -
Misuse of Expense Report - Travel	\$ -
Misuse of Expense Report - Visitor/Student	\$ -
P-Card Split Transaction	\$ 50.00
Reimbursement Amount Incorrect	\$ -
Unapproved Business Expense	\$ -
Unapproved Business Expenses	\$ -
Unapproved Travel Expenses	\$ 100.00
Unattached Cash Advance	\$ -
Unattached Credit Card Charge	\$ -
Unauthorized Catering	\$ 100.00
Unpaid Cash Advance	\$ -
Unpaid Cash Advance or Payment to BYU	\$ 100.00
Use Fast Track	\$ -