

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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Travel Update: Daily Commuting Miles Requirement Rescinded

We are pleased to announce that effective immediately, the requirement in the state travel regulations to reduce otherwise reimbursable business mileage by the traveler's normal daily commute mileage has been rescinded. It was determined that administering this policy has proven problematic and not cost effective for the Commonwealth. Commuting mileage, which is defined as mileage travel routinely and directly between the employee's residence and basepoint, remains non-reimbursable. However, travelers will no longer be required to deduct commuting mileage for legitimate business travel. Travel routing must be the most direct practicable route.

Personal Vehicle Mileage Rates Increase

Effective January 1, 2007, the reimbursement rate for an employee to perform official job duties is as follows:

- If a Motor Pool vehicle was not available or the use of a personal vehicle was cost-beneficial, an employee shall be reimbursed at an amount equal to the most recent business standard mileage rate as established by the Internal Revenue Service. Currently, this rate is 48.5 cents per mile.

Below is a summarization of the reimbursement rates in the Controller's Office Procedure 20335d: Automobile Travel located at:

<http://www.co.vt.edu/procedures/index.html#travel>

Reimbursements for the use of personal vehicles are made at the following rates which are based on the costs of maintaining motor pool vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service:

30 Cents Per Mile	Round trip is 100 miles or more and a Motor Pool vehicle is available.
48.5 Cents Per Mile	Round trip is less than 100 miles and a Motor Pool vehicle is available.
48.5 Cents Per Mile	Motor Pool vehicle is not available. (Motor Pool must provide a certification)

48.5 Cents Per Mile	Round trip is 100 miles or more, a Motor Pool vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. (Economic benefit must be well supported with an analysis of the personal vehicle versus a state vehicle charges.)
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The travel voucher form has been updated to reflect this rate change.

Please download the new version of the travel form at:

http://www.co.vt.edu/forms/index.html#accounting_services

Guidance for Reconciling HokieMart Transactions in Banner

The Controller's Office in coordination with Internal Audit has revised "Procedure 10305a: Review of Financial Activities" to provide guidance for reviewing Banner Finance transactions in relation to the HokieMart. Please see the revised procedure at <http://www.co.vt.edu/procedures/p10305a.htm>. Please direct questions to Stacy King (kings@vt.edu) or Doug Irvin (irvinda@vt.edu).