

The Ledger

A Newsletter of the University Controller's Organization

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

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Personal Vehicle Mileage Rates Increase

Effective July 1, 2008, the reimbursement rate for the use of a personal vehicle for official business travel has increased from 50.5 cents to 58.5 cents per mile in the following cases:

- Round trip is less than 100 miles and a Fleet Services vehicle is available
- Fleet Services vehicle is not available. (Fleet Services must provide a certification)
- Round trip is 100 miles or more, a Fleet Services vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. The economic benefit must be well supported with an analysis of the cost of the personal vehicle versus the state vehicle.

Also, effective July 1, 2008, the reimbursement rate for the use of a personal vehicle for official business travel has increased from 38 cents to 42 cents per mile in the following case:

- Round trip is 100 miles or more and a Fleet Services vehicle is available.

Reimbursements for the use of personal vehicles are based on the costs of maintaining fleet service vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service. Below is a summary of reimbursement rates in the Controller's Office Procedure 20335d: Automobile Travel located at <http://www.co.vt.edu/Procedures/p20335d.html>.

42 Cents Per Mile	Round trip is 100 miles or more and a Fleet Services vehicle is available.
58.5 Cents Per Mile	Round trip is less than 100 miles and a Fleet Services vehicle is available.
58.5 Cents Per Mile	Fleet Services vehicle is not available. (Fleet Services must provide a certification)
58.5 Cents Per Mile	Round trip is 100 miles or more, a Fleet Services vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. The economic benefit must be well supported with an analysis of the cost of the personal vehicle versus the state vehicle.

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/Travel_Voucher.xls

Revised Form I-9, Employment Eligibility Verification

The Department of Homeland Security has issued a revised Employment and Eligibility Verification Form (Form I-9). **Please begin using the form in the link available on the Payroll webpage immediately** - <http://www.co.vt.edu/Forms/i9.pdf>

Please note the following:

- **Do not forget to include your department number on the bottom of the form**
- **Prior versions of the Form I-9 will not be accepted after 6/30/2008.** To confirm you are using the valid version of the form confirm the revision date - 6/16/2008 and the expiration date 06/30/2009
- When having an employee complete the form you must make available all 4 pages; the instructions (2 pages), the Form I-9, and the Lists of Acceptable Documents
- When reproducing the form, copy as a 2 page document front and back with the Lists of Acceptable Documents on the back of the I-9 Form

If you have questions regarding the Form I-9 please send an email to hesterj@vt.edu or shelori@vt.edu.

Department Head Information in Banner

Department head information is now available in Banner. Banner finance users can query form FZIDPTH by the six digit organization code to obtain the department head assigned. Below is an example of the form.

Orgn	Orgn Description	ID	Name
042910	Controller-Administrative	905080895	Vest, Wendell L.

The department head information is updated by an employee designated by each senior management area. If your information needs to be updated, please contact the fiscal officer in your Dean or Vice-President's office. Update requests can also be sent to the General Accounting area of the Controller's Office (Penny Falck at plfalck@vt.edu).

This information will be available after July 1, 2008 in the data warehouse (organization dimensions). Ad hoc queries and reports can be generated from this information in the data warehouse.

In the near future, a finance web report will be available with department head information. A data file will also be available with the web report that provides department head name, department name, and mail code which will allow the printing of mailing labels.

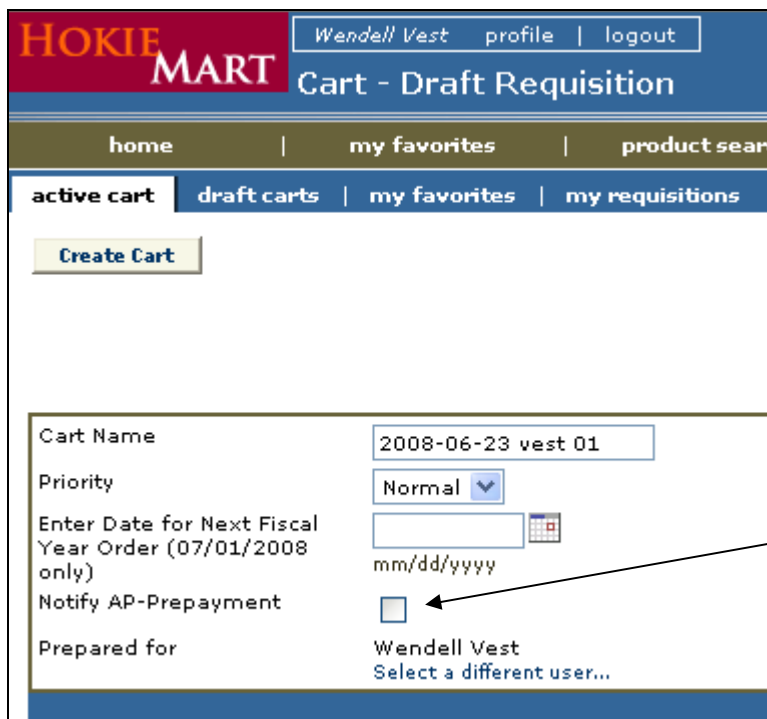
HokieMart Prepayment Notification Change

Departments recently asked the Controller's Office for a better way to notify Accounts Payable of prepayments instead of having to send an email to apvt@vt.edu after entering the purchase requisition in the HokieMart.

A new procedure is available in the Hokiemark effective July 1, 2008. A new field has been added to the HokieMart cart called "Notify AP-Prepayment". For prepayments, the requestor in the department should check this box instead of sending the email to apvt@vt.edu. The supporting documentation (invoice, registration form, etc.) should be electronically attached to the HokieMart requisition.

Do not check the "Notify AP-Prepayment" field in the HokieMart **and** send an email to apvt@vt.edu for prepayments. It is only necessary to check the field in the HokieMart for "Notify AP-Prepayment" (do **not** send the email also).

This procedure should only be followed for prepayments. All other invoices should be mailed to the Controller's Office. Below is an example of the new field in the HokieMart cart.



The screenshot shows the HokieMart interface for creating a draft requisition. The user is logged in as Wendell Vest. The page title is "Cart - Draft Requisition". The navigation bar includes links for "home", "my favorites", and "product search". The main content area has tabs for "active cart", "draft carts", "my favorites", and "my requisitions". A "Create Cart" button is visible. The form fields include:

- Cart Name: 2008-06-23 vest 01
- Priority: Normal (dropdown menu)
- Enter Date for Next Fiscal Year Order (07/01/2008 only): [calendar icon]
- Notify AP-Prepayment: ☐ (highlighted with a red arrow)
- Prepared for: Wendell Vest (with a link "Select a different user...")

Additional Internal Service Units Available In HokieMart

Effective July 1, the following internal service areas will begin accepting purchase requests through HokieMart.

- Centralized Mail
- Continuing Education – Registrations
- Continuing Education – Conference Cost

Learning Technologies – Digital Imaging
Learning Technologies – FDI
Student Programs – Conference Services
Vet Med Media
Vet Med Reprographics
Veterinary Teaching Hospital

Please note that departments submitting ISR's to any Internal Service Unit through HokieMart do not need to send a paper copy of the purchase order to the Controller's Office. The individual service area will be processing their own billings through Banner.