

The Ledger

A Newsletter of the University Controller's Organization

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

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Mileage Reimbursement

The University recently received the results of a travel compliance review by the State Comptroller's Office. We were cited for **off campus** employees being reimbursed at the higher mileage rate (55 cents current rate) with no cost justification for this mileage reimbursement versus using the Enterprise rental car contract for trips averaging more than 100 miles per day.

An example would be for someone who works in Richmond and needs to come to the Blacksburg campus for a meeting and return in one day. The mileage reimbursement would be approximately \$235 for a personal vehicle versus \$38 plus actual gas cost for a rental car. As you can see, the difference is significant (over \$150).

We have revised our automobile travel procedure to address this situation as following:

- The Enterprise rental car contract should be used for all daily trips which exceed 100 miles if available in the locality. If not used, a cost justification must be submitted to be reimbursed at the 55 cents per mile for use of a personal car. If an Enterprise rental car is not available in the locality, this statement must be documented on the travel voucher.
- The traveler may elect to use a personal car and get reimbursed at the lower rate (40 cents) without providing the cost justification for not using the rental car contract for daily trips that exceed 100 miles.

Please see the revised automobile travel procedure at <http://www.co.vt.edu/Procedures/p20335d.html>. Procedures for on campus employees have not changed. The Fleet Services vehicles should be used when available or the use of a personal vehicle is acceptable with reimbursement at the lower rate.

Please direct questions to Jason Sayre at 231-8551 or jasayre@vt.edu.

Year End Airline Ticket Purchases

The approximate last day to purchase airline tickets through a University contracted travel agency to be charged on FY09 funds is Friday, May 8th. In addition to timely reservations with the travel agencies, it is important that HokieMart purchase orders and Foundation Travel Authorizations be completed and sent to the travel agencies in a timely manner. This will ensure that all charges are substantiated at the Controller's Office and payments can be posted to departmental funds for FY 09.

Purchasing Card Payment Certification Form

As of April 1, 2009, Purchasing Cardholders should no longer include the complete Purchasing Card number on the Payment Certification Form that is submitted to the Controller's Office each month. Only the last eight digits of the card number should be provided. The form can be located at <http://www.purch.vt.edu/Department/forms.html> . Please direct any questions to Mike Long at 231-9308 or milong@vt.edu.

Prepayment Documentation

When submitting HokieMart prepayments please remember to provide all required documentation. Each prepayment should include an itemized invoice, a registration form, or some other documentation to send to the vendor with the check.

When checking the "Notify AP-Prepayment" box in HokieMart, please electronically attach all documentation to the requisition. It is not necessary to forward the original documentation to the Controller's Office. If the "Notify AP-Prepayment" box is checked, all supporting documentation **MUST** be attached in HokieMart or it cannot be processed.

Please direct any questions to Mike Long at 231-9308 or milong@vt.edu.

REMINDER - Revised Form I-9, Employment Eligibility Verification

When completing an I-9 Form for newly hired and rehired employees, please remember to use the new version of the form available on the Payroll webpage - <http://www.co.vt.edu/Forms/i9.pdf>. This version became effective on 04/03/08 and no other version is acceptable.

To confirm you are using the valid version of the form, the revision date at the bottom is 02/02/2009 and the expiration date at the top is 06/30/2009.

Please note the following:

- **Do not forget to include your department number in the Business/Organization information box of Section 2**
- When having an employee complete the form you must make available all 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.