

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 71

January 14, 2010

Decrease in Mileage Rate for Use of Personal Vehicle

Effective January 1, 2010 the standard business mileage rate established by the Internal Revenue Service decreased to 50 cents per mile. We have modified our policies accordingly. Below is a summarization of updated policies, which are also available at <http://www.co.vt.edu/Procedures/p20335d.html>:

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:

40 Cents Per Mile	Round trip is 100 miles or more and a Fleet Services, or state contract Enterprise, vehicle is available.
50 Cents Per Mile	Round trip is less than 100 miles and a Fleet Services, or state contract Enterprise, vehicle is available.
50 Cents Per Mile	Fleet Services vehicle is not available. (Fleet Services must provide a certification)
50 Cents Per Mile	Round trip is 100 miles or more, a Fleet Services, or state contract Enterprise, 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 personal vehicle versus the state vehicle.

Please note the above changes in vehicle reimbursement rates when completing travel vouchers that include travel occurring on January 1, 2010, or afterwards.

Please download the new version of the travel voucher form at <http://www.co.vt.edu/Forms/index.html#travel>.

If you have any further questions please contact Jason Sayre at 231-8551, or the Travel Helpline at 231-0944.

Independent Contractor Checklist

The Independent Contractor Checklist has been revised and can be located at http://www.co.vt.edu/Forms/employee_independent_contractor_form.pdf.

As always, the form is submitted to the Controller's Office when paying an individual for services performed. This can be attached to the invoice and W-9 that is forwarded to Accounts Payable.

The checklist will provide support for classifying individuals as an independent contractor or employee and should be completed by the department requesting payment. If the individual is deemed to be an independent contractor, payment should be processed through Accounts Payable. If the individual is deemed to be an employee, payment should be processed through Payroll.

The revision reclassifies the "20 Questions" into three categories based on guidance received from the IRS. The categories are Behavioral Control, Financial Control, and Relationship Factors. Many of the questions have been reworded to provide clarity.

If you have questions related to this form, please contact Mike Long (milong@vt.edu, 231-9308) or Amy Burchett (ammorri2@vt.edu, 231-8554).

Airfare Reservations with Contract Travel Agencies

The intent of this communication is to explain why University contract travel agencies are requesting more extensive personal information for airfare reservations.

The Transportation Security Administration (TSA) Secure Flight Act requires that airlines submit more extensive information for all passengers for all flights. The TSA Secure Flight Act states information must include the passenger's full name (as it appears on the government-issued photo ID they will use at the airport), birth date, and gender. TSA believes this information will decrease the likelihood that a person is accidentally misidentified as a person on the federal watch list.

For more information regarding the TSA, and the TSA Secure Flight Act, please see [http://www.tsa.gov/what we do/layers/secureflight/](http://www.tsa.gov/what_we_do/layers/secureflight/).

Please recall that our contract travel agents are Martin Travel, Inc., Short's Travel, University Travel, World Travel Services, and Ulti-Max Travel Services. Ulti-Max Travel Services is a SWAM vendor. For more information on University airfare policies, including travel agency contact information, please see <http://www.co.vt.edu/Procedures/p20335e.html>.

If you have any further questions regarding the matters above please contact Amy Burchett, AP Manager, at 231-8554, or Jason Sayre, Travel Supervisor, at 231-8551.

Internal Vendor Purchase Order Report

The Internal Vendor Purchase Order Report (FZRVPO) is now available to internal vendors listed on the HokieMart ISR form. The report provides the internal vendor a list of unbilled purchase orders by aging category. The report can be submitted from Banner job submission. Individuals who have access to process ISR's on FZAISRP automatically have access to submit the new report.

To submit the Internal Vendor Purchase Order Report:

1. Log into Banner and type FZRVPO in the go to box.
2. Enter webdist in the printer field.
3. In the Parameter Values section, enter your nine digit vendor number in the value field of the 01 parameter. If you would like to run the report for more than one vendor, click on Record (in the tool bar at the top of the page) and then click on

insert. Enter 01 as the parameter number and enter the second vendor number in the parameter value field.

NOTE: If you do not enter a parameter value, you will receive the reports for all vendors that you have access to.

4. Parameter Value 02 allows you to create a data file. The value defaults to Y to create a data file. If you do not want a data file, you can change the value to N.
5. Parameter Value 03 should always be U.
6. After all parameter values have been entered, perform a next block. Once you are in the Submission section, submit the report by hitting F10 or by clicking the disk icon located at the far left of the tool bar.
7. You will receive an email with a link to your report. Simply click on the link to view your report.

If you have questions concerning the new report, please contact Stacy King at 231-8624 or kings@vt.edu.

Payroll Pointers

Please share this information with the appropriate departmental personnel.

- Electronic W-2 and 1042-S Forms are available via HokieSPA (www.hokiespa.vt.edu) or through MY VT. We suggest using HokieSPA when printing. If an employee does not have an active PID or password, they can use the instructions in the following link to activate or contact 4help.
http://www.computing.vt.edu/accounts_and_access/pid/index.html
- The 2010 version of the W-4 and VA 4 are available on the Payroll webpage –
W-4 - <http://www.co.vt.edu/Forms/2010fw4.pdf>
VA-4 - <http://www.co.vt.edu/Forms/2010VA-4.pdf>
- Please ensure that you have the updated version of the 2010 Payroll Schedules http://www.co.vt.edu/accounting_operations/Payroll/Index.html under the Payroll Schedules section.
- If an employee passes away, the department should contact Becky Pauley (rpauley@vt.edu) in Payroll because final payments to deceased employees are handled in a special manner.