

The Ledger

A Newsletter of the University Controller's Organization

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Direct Deposit Required for Travel Reimbursements

The Appropriation Act of the Commonwealth of Virginia requires that all state employees traveling on official business of the university shall be reimbursed for their travel cost using direct deposit. The Banner Travel & Expense Management (TEM) System will enforce this requirement effective March 1, 2015. If the employee is not signed up for direct deposit, the travel reimbursement (TR) will fail during the validation step after the delegate/travel submits the document. The traveler will need to sign up for direct deposit, and then, the travel reimbursement can be resubmitted.

Employees can sign up for direct deposit through Hokie SPA under Hokie Team, then "Direct Deposit". Travel reimbursements are sent to the bank account that the employee stores under the "All Other VT Payments" section on the form.

The current university procedure requires the university to reimburse travelers through direct deposit when an employee has more than two reimbursements within a year.

All non-employees can continue to be reimbursed by check; however, if an individual is routinely reimbursed for travel, the non-employee should be registered for direct deposit. The paper form for direct deposit can be obtained from the Bursar's Office website to register a non-employee for direct deposit.

If you have any questions regarding these matters, please contact Erin Poff, Travel Supervisor at 231-8551 (ecpoff@vt.edu).

Commuting Mileage Clarification

Procedure 20335d: Automobile Travel https://controller.stage.cms.vt.edu/content/dam/controller_vt_edu/Procedures/Travel/20335d.pdf provides instructions for commuting mileage. This article is to clarify some questions related to commuting mileage.

Commuting mileage is defined as round-trip mileage traveled routinely by the employee between his residence and base point, and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable.

Base point is defined as a place, office, or building where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.

If an employee (part-time, full-time, staff, faculty, adjunct, etc.) is required by their department to travel to a location other than their base point, the mileage cost incurred is reimbursable to the traveler. If the traveler leaves from his base point to travel to another location, mileage

is reimbursed from the base point. If the traveler leaves from his residence to travel to a location other than his base point, the traveler is reimbursed for mileage that exceeds his normal daily commuting mileage.

Tuition Remission

Recently the Tuition Remission System, specifically Banner form TZATRAF, was updated to enforce existing tuition remission funding rules. The system rules apply to tuition remission waiver (997XXX) funds as well as all federal, private, and state sponsored funds. The rules ensure the portion of tuition charged to the fund is in alignment with the assistantship position funding.

For example, if an assistantship is paid fifty percent from an education and general fund and fifty percent from a sponsored fund, the system would allow up to fifty percent of the student's tuition to be funded by the department's tuition remission waiver (997XXX) fund and up to fifty percent to be charged to the sponsored fund. Variances of up to three percent are deemed reasonable and are allowed by the system.

Departments can request an exception to the tuition remission waiver funding rules by submitting a request to the Graduate School. If an exception is granted, the Graduate School will provide a 998XXX fund that allows the excess tuition to be funded through the tuition remission system.

Departments can also request an exception to the sponsored program funding rules by submitting a request to the Office of Sponsored Programs (OSP). If an exception is granted, OSP will assign an attribute to the grant which will allow the additional funding to be processed on the TZATRAF form. Once the funding has occurred, OSP will remove the attribute. Exceptions are granted on a case by case basis. Only OSP can assign the attribute to the grant.

If no exception is granted, the department may elect to cover the tuition cost from returned overhead funds, education and general funds, or foundation funds.

A new report is now available through Banner to assist departments in reconciling payroll funding percentages to tuition funding percentages. The "Tuition Remission vs. Payroll Funding Review/Reconciliation Report" provides the tuition and assistantship funding percentages for each student. At the end of the semester, departments can use the report to determine if tuition needs to be reallocated based on payroll funding changes made after tuition was posted. Employees with access to produce tuition remission funding reports already have access to the new report.

To submit the report, type TZRTRFR in the "GO TO" box on the Banner Main Menu. Then enter the following parameters.

- **Printer Control Section**
 - In the "Printer" field, select "webdist" to access the report by email
- **Parameter Values**
 - 01 – Term Code, enter the semester (calendar year and semester)
 - 201501 – Spring 2015

- 201506 – Summer I 2015
- 201507 – Summer II 2015
- 201509 – Fall 2015
- 02 – Organization Code –
 - If producing a report for a department enter six digit organization number
 - If report is for a specific fund number, leave organization code blank
- 03 – Fund Code – If producing report for a specific fund, enter the six digit fund number. To produce the report for more than one fund insert a row(s) as needed.
 - By using the Record Menu at the top of the form, the user may select **Record and Insert**
 - To duplicate the parameters, use the Record Menu at the top of the form, select **Duplicate**
 - Enter additional fund number(s)
- 04 – Error Checking? - When producing a report, you can identify potential errors when the payroll and tuition percentages are not in alignment.
 - Y includes review messages
 - N does not include review messages
- 05 – Data File Indicator – To generate a data file
 - Y creates a data file
 - N does not create a data file

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