

The Ledger

A Newsletter of the University Controller's Organization

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INCREASE IN MILEAGE RATE FOR USE OF PERSONAL VEHICLE

Effective February 11, 2008, the reimbursement rate for an employee using a personal vehicle for business travel of 100 miles or more will be \$.38 per mile. This revised rate is based on the increased cost of operating a vehicle and the IRS increase of standard mileage rates. The travel reimbursement template has been updated for this change. The new version is available at <http://www.co.vt.edu/Forms/index.html>

NEW ACCOUNTS PAYABLE MANAGER

Amy Morris is the new Accounts Payable Manager in the Controller's Office. Amy comes to Virginia Tech from Duke University. Amy has a Master's degree in Accounting and Information Systems from Virginia Tech and an undergraduate degree from Appalachian State University.

VIRGINIA TECH FOUNDATION TRAINING ANNOUNCEMENT

Virginia Tech Foundation will be holding a VTF Banner and Web Report Training Session Friday, February 29, 2008 in the third floor conference room of the University Gateway Center at 1:30 pm. They will be going through the VTF Banner forms that VT staff members have access to as well as the web reports that are available. This discussion will show you how to navigate the Banner forms and how to run the reports as well as what information is included in each. This session will be most beneficial to persons who are new to using VTF Banner or who would like a refresher. Seating is limited and registration is on a first-come-first-served basis. Please register using the link on the VTF website (http://www.vtf.vt.edu/faculty_staff/course_listing.php).