

The Ledger

A Newsletter of the University Controller's Organization

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Increase in Mileage Rate for Use of Personal Vehicle

Effective July 1, 2011, the IRS rate ("maximum rate") will increase to 55.5 cents per mile. The standard business mileage rate established by the University ("lesser rate") will remain the same (43 cents per mile). We will modify our web-based policies accordingly. Below is a summarization of updated policies, which will be available at <http://www.co.vt.edu/Procedures/p20335d.html>:

Personal Vehicles

Reimbursements for the use of personal vehicles are made at the following rates which are based on the costs of maintaining fleet services vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service:

Please note the new rates below are effective for official business travel when a personal vehicle is used:

43 Cents Per Mile	Round trip is 100 miles or more and a Fleet Services, or state contract Enterprise, vehicle is available.
55.5 Cents Per Mile	Round trip is less than 100 miles and a Fleet Services, or state contract Enterprise, vehicle is available.
55.5 Cents Per Mile	Fleet Services, or state contract Enterprise, vehicle is not available. (Fleet Services must provide a certification if in Blacksburg.)
55.5 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 July 1, 2011 or afterwards.

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

New Labor Redistribution System Available

The new Banner Labor Redistribution system is available for departmental use university wide effective July 1, 2011. All retroactive payroll funding changes will be initiated using the electronic system. The paper P-10 form will no longer be used for retroactive payroll changes. All wage payroll and fellowship disbursement changes will also be processed using the new online system instead of by journal entry.

Each senior management/college area provided the initiators and approvers for their respective departments for granting employee access in the system. Departmental training was provided on June 23 and June 28. Off campus training will be provided later in July.

Reference manuals for accessing and using the system are available online at the following link (including a quick guide for approvers):
<https://secure.hosting.vt.edu/www.controller.vt.edu/Training/ReferenceManuals/index.html>

Complete the online Banner Human Resources access request form to request the labor redistribution initiator role for additional employees. The link to the online form is: https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry. The same employee cannot have both the initiator role and the approver role. The same departmental approvers used in the HokieMart system are used as approvers in the Labor Redistribution system.

Please direct questions to Heather Reed at heharri3@vt.edu or 231-3394.

Enhancement to Banner Internal Vendor Billing Form (FZAISRP)

The Internal Vendor Billing Form FZAISRP (ISR Vendors) has been modified to include a new search feature. The new feature allows the user to search for a specific purchase order number instead of scrolling through the form. Simply enter the purchase order number in the box at the bottom of the screen and click on "Encumbrance Search". Please direct questions regarding the new search feature to Stacy King at 231-8624 or kings@vt.edu.

The screenshot displays a web form with two columns of data. The left column contains purchase order numbers: P2031750, P2032466, and a search input field. The right column contains vendor names: Chiocca Vickie and Durner Christine. Below the data, there is a button labeled "Encumbrance Search" and an empty search input field.

P2031750	Chiocca Vickie
P2032466	Durner Christine
<input type="text"/>	