

The Ledger

A Newsletter of the University Controller's Organization

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Lodging Rate Changes

Effective October 1, 2011, certain CONUS (Continental United States) lodging rates have been modified by the US GSA (General Services Administration). As a result, University travel lodging rates will be adjusted in accordance with policy.

There were no changes to meals and incidental expenses (M&IE) per diem rates. It is important to note that lodging rates have not changed materially. The locations that have changed did not increase or decrease by more than five dollars.

CONUS rates have been updated on the Controller's website at Procedure 20335r (<http://www.co.vt.edu/Procedures/p20335r.html>).

If you have any questions regarding these matters, please contact Robert Worley at 231-8551 (worleyr@vt.edu).

Uncashed Checks

Please remember that all uncashed checks issued by Virginia Tech Accounts Payable personnel that are returned by the payee should be forwarded to Glenda Thornton in the Controller's Office so they can be voided. These uncashed checks should never be filed in the department or destroyed. Once these checks are received by the Controller's Office they will be voided and the funds will be credited to your departmental fund and account.

Please direct any questions to Amy Burchett, Accounts Payable Manager (231-8554 or ammorri2@vt.edu).