

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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

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## **Holiday Closing for Controller and Bursar Offices**

The Controller and Bursar Offices will close at 5:00 p.m. on December 21, 2012 and will reopen at 8:00 a.m. on January 2, 2013. The Controller's Office month end close for December 2012 will occur on the afternoon of December 21, 2012. The December 2012 fiscal period will remain open until midnight on December 31 which will allow department employees to continue processing HokieMart orders and budget transfers through the end of December.

Checks will need to be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 19, 2012 to ensure the payment is applied in the current calendar year. Students, authorized payers, faculty and staff may continue to make payments on-line during the winter break.

For employees not on direct deposit, the bursar staff will be available to distribute paychecks for **one hour on December 28 beginning at 9:00 a.m.** Direct deposit enrollment is available online through HokieSpa or the completion of a paper form found on the Bursar's web site <http://www.bursar.vt.edu/forms/> (look for Direct Deposit Form).

## **Mileage Rate for Use of Personal Vehicle**

The IRS has announced that effective January 1, 2013, mileage rates for use of personal vehicles for business travel will increase to 56.5 cents per mile for 2013 (55.5 cents for 2012). The standard business mileage rate established by the University ("lesser rate") will remain the same (45 cents per mile). Also effective January 1, 2013, the mileage rate for non-taxable moving and relocation expenses will increase to 24 cents per mile (23.5 cents per mile for 2012). The "Employee Moving and Relocation Expense Summary" form has been updated on the web ([http://www.co.vt.edu/Forms/Moving\\_form.pdf](http://www.co.vt.edu/Forms/Moving_form.pdf)).

Please contact Robert Worley (231-8551 or [worleyr@vt.edu](mailto:worleyr@vt.edu)) with any questions.

## **New General Accounting Training Now Accessible Online**

The Controller's Office has replaced the instructor led Web Report Submission and Distribution training with new online versions. The new training is available on the Controller's Office Scholar Training site. Module 1 covers Web Report Submission and module 2 covers Web Report Distribution. A Finance Web Report Manual is available and gives an overview of all the report options currently available. In addition, there is a Web Reports Quick Summary Guide.

In addition to Web Reporting, a new module on the Internal Vendor form FZAISRP is available. This is an introduction to the Banner form used by internal vendors to recover HokieMart purchase orders.

Banner Finance Navigation, General Accounting, and various other training sessions are available on-line by joining the Controller's Office Scholar Training site (<http://scholar.vt.edu>). Additional instructions are available at the Controller's Office Website (<http://www.co.vt.edu>) under the Training Opportunities link.

Please contact Annie Connelly at [anniec@vt.edu](mailto:anniec@vt.edu) or 231-3381 for questions or comments.