

The Ledger

A Newsletter of the University Controller's Organization

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Mileage Rate for Use of Personal Vehicle

The IRS has announced that mileage rates for use of personal vehicles for business travel will remain at 55.5 cents per mile for 2012. The standard business mileage rate established by the University ("lesser rate") will also remain the same (45 cents per mile).

Effective January 1, 2012, the mileage rate for non-taxable moving and relocation expenses will be reduced to 23 cents per mile (from 23.5 cents per mile). The "Employee Moving and Relocation Expense Summary" form has been updated on the web (http://www.co.vt.edu/Forms/Moving_form.pdf).

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

Moving and Relocation Policy Update

Policy 20345: Moving and Relocation has been updated. Changes to the policy are as follow:

- The moving and relocation policy states that the distance between the employee's new work location and the former residence must be 50 miles greater than the distance between the employee's old work location and the former residence. The employee's commuting distance must have increased by at least 50 miles one way. The updated policy indicates that in the event that the Controller's Office approves a move less than 50 miles, the reimbursement will represent taxable income to the recipient.
- In the event that a move is not completed within 12 months after beginning employment, an exception should be requested from the departmental authorized approver. This approval should be documented and submitted to the Controller's Office with the reimbursement request.
- Temporary quarters can be obtained up to thirty (30) days prior to the first day of employment.
- Employees should obtain three quotes for common carrier, unless utilizing a contract vendor.
- Supplies purchased for a self-move must not exceed \$500 (previously \$200).
- Labor used during a self-move is limited and must not exceed \$500 (previously \$250).

The contracts with the Moving and Relocation vendors are in the process of being finalized. We look forward to doing business with Apple Transfer, Inc, Armstrong Relocation Company, Collins Brothers Moving & Storage LLC, Dunmar Moving Systems, Lawrence Transportation Systems Inc., Premier Transfer & Storage, Inc., and Young Moving and Storage, Inc.

Please contact Robert Worley, Travel Supervisor (231-8551 or worleyr@vt.edu) with any questions.

Travel Reimbursement Rate Update

The Controller's Office has updated the format of the Travel Reimbursement Rates that appear in Procedure 20335r located at <http://www.co.vt.edu/Procedures/p20335r.html>. This new format mirrors the rate structure developed by the United States General Service Administration (GSA). This is the government entity that develops CONUS rates. The actual per diem rates for the various primary destinations have not changed since October 1, 2011.

However, in the past the 75% M&IE rate for departure and return travel days has been rounded to a whole dollar amount. This procedure will no longer be followed effective January 1, 2012 due to certain federal sponsors not allowing the rounding. The 75% rate will be calculated based on allowable per diem for the day times 75%. The \$5 incidental allowance is paid for each day of overnight travel and is NOT prorated for the departure and return days. The allowable per diem will be an exact calculation and will represent a figure that contains dollars and cents. Procedure 20335r, located at <http://www.co.vt.edu/Procedures/p20335r.html> has been updated accordingly.

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

Don't Attach Documents with Sensitive Information in HokieMart

The University has policies in place to ensure that we protect Personally Identifiable Information (PII) that is collected and stored for business purposes. Sources of PII include social security number, taxpayer identification number, credit card number, debit card number, bank account number, driver's license number or passport number. This is all highly sensitive data that should be protected by the University community.

Therefore, it is important that departmental users do not attach documents that contain this type of information in HokieMart. Information containing PII that is required for Accounts Payable processing should reference the purchase order number and be delivered or mailed to the Controller's Office. Information includes but is not limited to W9's, photo copies of passports and/or state issued driver's licenses, social security numbers, etc. Please note that University Purchasing will remove any documents that are attached in HokieMart that contain PII.

As a reminder, invoices should be delivered or mailed to the Controller's Office for payment. Items attached in HokieMart are for departmental reference and will not be processed by Accounts Payable unless the purchase requisition is marked as a "Notify AP – Prepayment".

Information Needed for Wire Transfers

Accounts Payable processes international payments via wire transfer on a daily basis. All purchase orders and travel vouchers should be in United States Dollars. If the payment needs to be paid in an international currency, please note this in HokieMart as part of the product description. Please clearly state that payment needs to be made in an international currency, specify the currency, and the international currency amount.

Departments can utilize www.oanda.com/currency/converter to calculate conversion rates to determine projected budget impact. Please note that the Controller's Office will buy the currency on the date the payment is made. Therefore, the amount paid may fluctuate as exchange rates fluctuate in the market.

Please contact Amy Burchett (231-8554, ammorri2@vt.edu) or Erin Poff (231-2544, emccclusk@vt.edu) with any questions on wire transfers.

New Web Report – Snapshot by Grant

The Snapshot by Grant Report is now available through the Finance Web Report System. The report summarizes grant activity. Sponsored funds and cost sharing funds are both included in the report. Grants with at least one active fund will show on the report. There are parameters to allow terminated funds and funds with no current year activity to be excluded. If these options are selected, the grant summary totals will not include amounts for those funds.

There are several different options for submitting the report. The report can be submitted for a specific grant, for a specific organization/department/management area, or for a specific Principal Investigator (PI) or Financial Manager using the nine digit VT ID number. There are also options to select the type of activity to include in the report. The possible options are revenue, direct expenditures, and indirect expenditures. The HELP button at the far right side of the parameter box provides information to assist in entering parameter values.

User access for the report is based on the organization code listed on the **GRANT**. This will allow the organization responsible for the grant to see activity for all funds under the grant even if the funds are under organization codes different from the organization code on the grant.

The report also gives additional access to the PI/Financial Manager. If the actual PI submits the report request, the report will list all grant activity for the PI. For example, the PI may only have access to organization "010200" in Banner Finance but the report would provide activity for all grants where the employee is the PI on the grant regardless of the organization on the grant. If the Financial Manager submits the report request, the report will only provide information for the specific funds tied to the Financial Manager. The Financial Manager for the fund will see the activity even if they do not have access to the fund/organization in Banner Finance. Please note the PI/Financial Manager must have some type of Banner Access to be able to log into the web report system and submit the report.

If a user other than the PI/Financial Manager submits the report using the PI option, the user will only receive results for grants under organization codes they have access to in Banner Finance. The report will not be a complete list of grant activity for the PI.

If you have question about the new Snapshot by Grant Report, please contact Stacy King at 231-8624 or kings@vt.edu.

New Web Report – Activity Code by Organization

The Activity Code by Organization Listing Report will be available through the Finance Web Report System soon. The report will provide a listing of activity classes and codes by organization. The report can be submitted for any level of the university hierarchy. The report provides the option to sort by activity class or activity code.

If you have any questions about the Activity Code by Organization Listing Report please contact Carla Linkous at 231-3381 or linkousc@vt.edu.

New VTF Newsletter

The Virginia Tech Foundation is now publishing "The Gateway Journal" to keep those departments who do business with the foundation informed of changes, policy announcements, and other relevant information. The journal will be published on an as needed basis and distributed to all users with VTF BANNER access. You can subscribe to the journal by visiting the "Resources" section of the foundation's website, www.vtf.vt.edu.

Changes in Sponsored Program Fringe Rates

Rates for fringe benefit charges to sponsored program funds changed in December 2011 to the new negotiated fixed rates for FY12. Prior to December, provisional rates were in place. The negotiated fringe rates for wages and graduate students

increased. Rates for wages (account codes 111F2 and 111F5) increased from 7.50% to 9.25%. Rates for graduate students (account code 111F4) increased from 7.00% to 7.50%. A complete list of account codes and rates is available at: http://www.co.vt.edu/Financial_Reporting/cost_accounting/fringe_accounts_OSP.pdf.