

The Ledger

A Newsletter of the University Controller's Organization

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Lodging Rate Changes

Effective October 1, 2013, default CONUS (Continental United States) lodging rates have been updated by the US GSA (General Services Administration). As a result, University travel lodging rates will be adjusted in accordance with policy. The default lodging rate has changed from \$77.00 to \$83.00. There were no changes to mileage, meals or incidental expenses.

Two new locations have been added to the FY2014 tables with non-standard rates. Please note, that for FY2014, 29 locations that were non-standard rate areas will move into the standard CONUS rate category. For additional details, visit <http://www.gsa.gov/portal/content/142071>.

CONUS rates have been updated on the Controller's website at Procedure 20335r (https://controller.vt.edu/content/dam/controller_vt_edu/Procedures/Travel/20335r.pdf).

If you have any questions regarding these matters, please contact Erin Poff at 231-8551 (ecpoff@vt.edu).

Default Payroll Funds for Non-Sufficient Funds and Budget End Dates

Default payroll funds can now be assigned at the 6-digit organization code level. The default payroll fund is used when the sponsored fund has a deficit budget balance or the budget end date has expired. In these situations, the applicable payroll expenses are recorded in the default fund instead of the fund associated with the payroll record.

In the past, a default payroll fund could only be placed at the 4-digit department level or higher. If you would like to leave your default payroll fund at the 4-digit department level, no action is required. If you would like to assign a default payroll fund to your six-digit organization codes, please contact Stacy King at kings@vt.edu or 231-8624.