

The Ledger

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Update on New Electronic Travel & Expense Management (TEM) System

The university is implementing an Electronic Travel & Expense Management (TEM) system. This is a Banner module which allows the electronic submission of travel authorization and reimbursement reports. This system is part of the university's overall strategy to replace paper-based processes with automated systems.

Benefits of the new system are timelier reimbursement to travelers, status of documents can be viewed in the system at any time, all approvals are electronic, per diem rates are automatically determined from the itinerary, and all receipts are imaged.

The system has been piloted by selected departments in the following areas: VP of Finance and CFO, VP of Information Technology, Virginia Bioinformatics Institute, and the College of Agriculture.

The university wide roll out of the system began in June 2014 and has been implemented by the Athletic Department, Virginia Cooperative Extension, and Agriculture Experiment Research Stations.

Please forward any questions or comments regarding the system to Wendell Vest, Associate Controller, vest@vt.edu.

Lodging Rate Changes

Effective October 1, 2014, 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. There were no changes to the rate defaults. Currently, the default lodging rate is \$83.00 and the default M&IE rate \$46.00.

Two new locations have been added to the FFY2015 tables with non-standard rates. Please note, that for FFY2015, 5 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.

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