

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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

The standard business mileage rate established by the University ("lesser rate") will change from 45 cents per mile to 42 cents per mile effective May 1, 2016 when traveling 200 miles or more.

The standard business mileage rate established by the IRS of 54 cents per mile for mileage when traveling less than 200 miles will not change.

## **Travel Advance Reminder**

In order to automatically repay a travel advance in the TEM system, the expense report must be generated from the travel authorization associated with the travel advance. In this situation, the travel reimbursement will automatically repay the advance. Otherwise, the traveler will need to repay the loan either online or at the Bursar's Office cashier window.

## **New Account Code for Office Moves**

Account code 12662 (Hauling Services-Office Moves) has been established for use of office moves. When entering an ISR in HokieMart for Facilities to move your office, be sure and use 12662 so that the expense is recorded in the correct account code.

Account code 12810 (Moving and Relocation Services) should only be used for employee moving and relocation expenses.

## **Travel Protection Insurance on Airline Tickets**

Travel Protection Insurance is not an allowable or reimbursable expense when purchasing airline tickets. This applies to all payment methods (Travel Agency, P-Card, BOA IL Travel Card or personal funds). The benefit of travel protection insurance is for the traveler not the university.

Please contact Lynn Meadows (231-8551 or [dlynnm06@vt.edu](mailto:dlynnm06@vt.edu)) with questions regarding any of the above topics.