

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 136

December 21, 2017

Mileage Rate for Use of Personal Vehicle

The IRS has announced that effective January 1, 2018, mileage rates for the use of personal vehicle for business travel will increase to 54.5 cents per mile (53.5 cents was the rate for 2017). The standard business mileage rate established by the University for round trips 200 miles or more ("lesser rate") will remain the same (42 cents per mile).

Also, effective January 1, 2018, the mileage rate for non-taxable moving and relocation will increase to 18 cents per mile (17 cents per mile for 2017). The "Employee Moving and Relocation Expense Summary" form has been modified from a PDF file to Excel and is available on the Controller's Office website (<https://www.controller.vt.edu/forms.html>). Face-to-Face training on the Excel file is available on January 9, 10, 16 and 19 at North End Center in Room 2440. Register for a session in Coursewhere by navigating to <http://www.training.vt.edu> and log in with your VT PID and password. Select "View by Alpha" and search for the course title: Travel: Moving & Relocation Employee Expense Summary Form.

Please contact Lynn Meadows, Travel Supervisor (231-8551 or dlynnm06@vt.edu) with any questions.

Banner Upgrade to Occur in 2018

In 2018, Virginia Tech will upgrade the university's administrative Enterprise Resource Program (ERP) Ellucian Banner (commonly known as Internet Native Banner or INB Banner) to the newest version, Ellucian Banner 9.

This upgrade provides a modern look and feel, expands browser options, and eliminates the need for Java. Training on the new platform will begin to roll out in spring 2018 and will continue through the summer. Phase 1 implementation will be complete before the start of the fall semester.

See the link below for the VT Banner 9 Preview Video.

https://vtnews.vt.edu/notices/enterprisesystems_notice_banner_being_upgraded_in_2018.html

Changes to the MicroStrategy Finance Report Menu

A new version of the "Transaction Detail" report is now available on the [MicroStrategy Finance Reporting Menu](#). This report provides detail transaction information for each fund grouped by the financial manager. The report can be submitted at any level of the organization hierarchy or for a specific financial manager. To access the report, click on "Transaction Detail" and then click on "Fin Mgr".

There are also new versions of the Snapshot by Organization and the Encumbrance Aging reports on the menu. The Snapshot by Organization now provides a prompt to run the report for account reporting categories (Banner account types) creating flexibility to create a report on revenue, expenditure, or transfer activity. Leaving the prompt blank includes all three Banner account types. The Encumbrance Aging report now offers a prompt to submit the report for specific account codes.

Direct questions about MicroStrategy reports to Stacy King at kings@vt.edu or 1-8624 or Penny Falck at plfalck@vt.edu or 1-9260. Send suggestions for new MicroStrategy reports or enhancements to existing reports to Stacy King at kings@vt.edu.

Changes to the Process for Paying Mobile Communication Device (MCD) Allowances

Effective 12/25/17, the process for reimbursing employees for the business use of a personal mobile communication device will change, allowing departments flexibility to designate a funding source different from the salaried position.

These reimbursements will now be reflected as an additional allowance on the existing Banner employee job record using a mobile allowance, MA suffix (similar to temporary pay, TP). MA job records will have an annual rate (equal to the monthly allowance multiplied by 12). Current monthly rates are below:

- Voice/text/data: \$58 per month / \$696 annually
- Voice/text only: \$17 per month / \$204 annually

Going forward, departments can process a PAF in Banner to manage funding for the MCD allowance.

P3A forms submitted to Human Resources to renew or add an allowance effective 12/25/17 will mirror the funding source of the regular position, this will avoid interrupted or delayed payments. Any necessary funding changes can be processed using the PAF process.

Guidance and parameters regarding the issuance and use of mobile communication devices and services are available in [Policy 3960: Mobile Communication Devices](#). Procedures are available at https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23830.pdf.

Please direct questions to Cara Epperly at cepperly@vt.edu or 1-7180.