

The Ledger

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Lodging and M&IE Rate Changes

Effective October 1, 2017, default CONUS (Continental United States) lodging and M&IE rates have been updated by the United States GSA (General Services Administration). As a result, university travel lodging and M&IE rates will be adjusted in accordance with policy.

The standard lodging rate increased from \$91 to \$93. The standard M&IE rate is \$51 (no change). All six tiers for M&IE rates stayed the same for FY18.

The following localities will move to the standard rates for lodging and M&IE:

Destination/State
Redding, CA
Cedar Rapids, IA
Bonner's Ferry / Sandpoint, ID
Dickinson / Beulah, ND
Watertown, NY
Youngstown, OH
Enid, OK
Mechanicsburg, PA
Scranton, PA
Laredo, TX
McAllen, TX
Pearsall, TX
San Angelo, TX
Gillette, WY

For additional details, visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

CONUS rates will be updated on the Controller's Office website at procedure P20335r by October 1, 2017.

If you have created Travel Authorizations in the Banner Travel & Expense Management (TEM) system prior to October 1, 2017, for travel that will occur after October 1, 2017, be sure to use the recalculate per diem function in the TEM system when you generate your expense report to obtain the new rates effective October 1, 2017.

If you have any questions regarding these matters, please contact Lynn Meadows at 231-8551 (dlynnm06@vt.edu).

BOA Individual Liability Travel Card

Commonwealth of Virginia Department of Accounts has made changes to the travel card program. The application process has been streamlined to allow for more efficient processing. Applicants no longer have to complete a second online application process with Bank of America (BOA). The Program Administrator will complete the entire application process on behalf of the applicant. The Program Administrator will provide the applicant instructions and a link to complete the training requirement for the Commonwealth of Virginia Department of Accounts.

The Bank of America (BOA) Individual Liability Travel Card application and procedures have been updated on the Controller's Office website:

https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/travel/BoA_Travel_Card_App.pdf

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335x.pdf

If you have any questions regarding the BOA Individual Liability Travel Card, please contact Tara Owens at 540-231-9680 or tarapo@vt.edu