

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 157

January 23, 2020

Top 7 Reasons for the Return/Recall of Chrome River Expense Reports

1. Itemization of the Hotel Receipt: All charges listed on the hotel receipt need to be itemized. The purpose of itemizing the hotel charges is to comply with the lodging maximum per diem rates. When circumstances and budget warrant, the traveler's authorized approver may allow up to 100% above the GSA, State Department, or Department of Defense published rates for domestic and international lodging. In order to calculate the allowable amounts, the hotel receipt must break out the room rate from the taxes.

Other charges included on the hotel receipt should be allocated to the appropriate expense icon. Expenses such as room service need to be allocated to the personal/non-reimbursable expense icon found under the Hotel Mosaic.

2. Shared Lodging: The following practices will assist the travel team in processing reimbursements efficiently when travelers share lodging.
 - Best practice - One traveler pays for the entire lodging expense and requests reimbursement. If each traveler has a different Banner fund that needs to be charged, the department can allocate a portion of the lodging expense to each fund.
 - Other options
If multiple travelers pay the lodging bill, request the hotel split the charges between travelers providing an invoice, and a copy of the credit card charge as proof of payment.
3. Cost Comparison for Airfare: Cost comparisons are necessary for the following reasons and need to occur when making the reservation.
 - a) Combining personal and business travel - The traveler is responsible for documenting that any personal travel does not result in additional costs to the university. Upload comparable price quotes for the business travel dates to document the difference in cost. For international flights, the university allows an additional travel day before the start of the business itinerary.
 - b) One-Way Tickets - The University reimburses for round trip airfare unless the cost of two one way tickets is equal to or less than a round trip ticket. Reimbursements involving one-way tickets should include documentation for the cost of the round trip ticket at the time of booking.
 - c) Home Airport - If a traveler is departing from an airport other than their home airport (Roanoke for Blacksburg campus), complete a cost comparison traveling from both airports. Cost comparisons should include all allowable costs (mileage, M&IE, parking, and lodging) and travelers will be reimbursed at the lowest cost.
 - d) Driving vs. Flying - When flying is the economical choice, but one chooses to drive, the reimbursement may not exceed the cost of the lowest available air transport for the same points of origin and destination. Comparisons should include all applicable costs (i.e., mileage, M&IE, parking, and lodging). Remember, it is not possible to obtain an airfare comparison after the travel has occurred. Don't delay the reimbursement request because a comparison was not completed before travel dates.

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4. Unallowable Rental Car Charges: Rental car companies want to sell you additional services; unfortunately, the university can't reimburse the cost of the extra services. Please review the table on page four of the university's automobile travel Procedure P20335d for a list of allowable and unallowable rental car charges for employees and non-employees.

<https://www.controller.vt.edu/resources/travel.html>

5. Tips for Transportation (Uber, Lyft, Taxi): The university will reimburse tips up to 15% of the base fare as a transportation expense for business travel. Ground transportation between the hotel and a restaurant to partake in a personal meal is not reimbursable. The tip allowance is in addition to the \$5.00 provided daily for the incidental portion of the MI&E. If you tip more than 15%, you will need to allocate the tip amount that exceeds 15% to non-reimbursable.

It is not necessary to attach receipts for transportation if the expense is less than \$75. However, it is necessary to include the expense in the description field. Department procedures determine if the receipt needs to be retained.

6. Student Travel: Submitting expense reports on behalf of students requires additional information for the travel team to determine as to whether it should be treated as taxable or paid under our accountable plan with the Internal Revenue Service. **If a student is presenting, please provide the title of the presentation in the business purpose field.** If the student is not presenting, please provide a detailed business purpose for the travel.
7. Conference Travel: To show that the conference provides no meals please provide documentation such as a program, registration, etc. One form of adequate documentation is an attendee's registration indicating the conference provides no meals. Any meal that is provided must be deducted from the daily meals per diem. Although Chrome River compliance rules require an explanation, this does not fulfill the documentation requirement.

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

Mileage Rate for the Use of Personal Vehicle

The IRS has announced that effective January 1, 2020, mileage rates for the use of a personal vehicle for business travel will decrease to 57.5 cents per mile (58 cents was the rate for 2019). If you created a travel authorization requesting mileage before January 1, 2020, for travel commencing on or after January 1, 2020, when you generate your expense report and import the pre-approval, you will need to click the edit button for the mileage expense(s). Edit the date of the transaction by clicking the calendar and select the date the mileage took place, and the mileage rate will update automatically from \$.58 to \$.575. Click the save button to save the entry.

Effective February 1, 2020, the standard business mileage rate established by the University for round trips 200 miles or more ("lesser rate") will decrease to 45 cents per mile (46 cents was the rate for 2019).

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Chrome River – P-Card Processing

As one of the final phases of the Chrome River implementation, the University is now using Chrome River to allocate P-card expenses. This functionality in Chrome River allows a process that was once entirely manual and cumbersome, to become automated and streamlined for all users. The efficiencies gained in Chrome River range from electronic approvals of expenditures to faster posting in Banner, which in turn leads to a more accurate budget availability.

The link below provides additional details regarding how to process p-card expenditures in Chrome River and additional details for procedure updates, approvers, and delegates. This training document can be found under the **Training** section, then select **P-Card Overview**.

<https://www.controller.vt.edu/resources/travel/chrome-river.html>

Please contact Brandon Webb, Accounts Payable Manager (bwebb13@vt.edu) with any questions regarding the information above.

REAL ID Requirement Begins October 1, 2020

Beginning October 1, 2020, air travel within the United States will require any traveler 18 years of age and older to have a REAL ID compliant driver's license, state issued enhanced driver's license or another acceptable form of ID to fly. REAL ID-compliant cards are marked with a star at the top of the card. If you aren't sure, contact your state driver's license agency on how to obtain a REAL ID compliant card.

All Virginia applicants for a REAL ID must apply in-person and pay a \$10 one-time REAL ID surcharge in addition to standard renewal or replacement fees. Several documents must be presented when applying for a REAL ID:

- Identity and legal presence – such as an:
 - Unexpired U.S. passport or
 - U.S. birth certificate (state issued) and, if applicable, proof of name change such as marriage certificates, divorce decree or a court order (original signed by clerk of the court or state issued)
- Social Security Number - a Social Security card or W-2 form that shows all nine (9) digits
- Two proofs of residency (physical address – no PO boxes)
 - Current valid Virginia Driver's license with your current residential street address
 - Voter registration card
 - Recent utility bills
 - Rental lease agreement or mortgage statement

Virginia driver licensees can obtain a REAL ID compliant card by visiting a DMV office or attending DMV Connect sessions here at Virginia Tech. The next DMV Connect visit is Wednesday, January 29 from 9:00 am – 4:00 pm at North End Center in Room 2410.

To learn more about the REAL ID, visit https://www.dmv.virginia.gov/drivers/#real_faqs.asp

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Bar Codes on Dell Products

Dell will place a physical VT barcode (using the new VT logo) on all desktops, laptops, and tablets purchased through HokieMart at no additional cost to the university. The barcode will be located the same place as our current barcodes. In addition, Dell will program the barcode in the BIOS and place a barcode on the outside of each shipping box. Departments should notify Vanessa Law (vrlaw@vt.edu) of the location and custodian when a computer arrives. A new web form to collect this data electronically is currently in development.

This is effective immediately; computers with Dell applied barcodes should begin arriving this week. This free service will save both the department and Fixed Assets and Equipment Inventory Services (FAEIS) time, as well as provide more accurate and timely records to the university.

Subject	Contact
Notify fixed assets of newly acquired Dell items (location and custodian)	Vanessa Law, vrlaw@vt.edu
General fixed assets inquiries	Becky Saylor, saylorb@vt.edu
General fixed assets inquiries	Matt Carter, mcarte4@vt.edu
Procurement	Jerri Kemp, jerri@vt.edu

Controller's Office Training

The Controller's Office 2020 class scheduling is now available on [Coursewhere](#):

- Banner 9 Accounts Payable
- Banner 9 Fixed Assets
- Chrome River Classroom & ZOOM available
- Chrome River Analytics & Reports Classroom & ZOOM available
- Employing Foreign Nationals
- Foreign Nationals Non-Employee Payment
- P-Card Classroom & ZOOM available
- Travel Procedures

You can register for these offerings at www.training.vt.edu.

- Click View By Category
- Scroll to VP for Finance and CFO and highlight
 - Click Go
- Choose your class and enroll.

The Controller's Office offers several on-demand trainings related to General Accounting, Payroll, and Banner Finance. Please visit <https://www.controller.vt.edu/training/opportunities.html>.

**Please note Chrome and Safari cannot be used for training with file type .swf. Another browser, such as Firefox or Microsoft Edge, will need to be used.*