

The Ledger

A Newsletter of the University Controller's Organization

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Mileage Rate for the Use of Personal Vehicle

The Internal Revenue Service is increasing the mileage rate for personal vehicle use to 62.5 cents per mile, effective July 1, 2022, an increase of 4 cents per mile over the current rate of 58.5 per mile ending June 30, 2022. If you created a preapproval travel authorization requesting mileage for travel commencing on or after July 1, 2022, you will need to edit the mileage expense after importing the preapproval into the expense report. To edit the transaction date, click the calendar icon and select the date the mileage took place, and the system will automatically change the reimbursable amount per mile. You must click the save button to preserve these edits.

Please direct questions to travel@vt.edu.

Clarification on Invoice Submission Procedures

Below are frequent error submissions to vtinvoices@vt.edu that cause delays and create rework for department fiscal representatives. Please use the appropriate channel for providing support documentation.

- Contract Travel Agencies (e.g., AAA Corporate Travel) - Attach supporting documentation as internal notes to the **HokieMart requisition**. Examples include airline itineraries and invoices or PO associated to purchases.
- Non-Travel Reimbursements

Attach supporting documentation and receipts in **Chrome River**.

Effective July 1, 2022, the use of HokieMart for non-travel reimbursements will cease. Departments will enter non-travel reimbursements through Chrome River. Training documents are available on the Chrome River website, <https://www.controller.vt.edu/resources/travel/chrome-river.html>