

# The Ledger

A Newsletter of the University Controller's Organization

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

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Vol. E, No. 186

February 3, 2022

## Travel Procedure Update

Travel Procedure 20335d, formerly Automobile Travel, has been retitled Ground Transportation. Highlighted changes to the updated Ground Transportation procedures include:

- Local transportation expenses, in excess of daily commute, between two or more workplaces
- Mileage rate for trips less than 200 miles round trip increased to .585 per mile effective January 1, 2022
- Mileage rate for trips more than 200 miles round trip increased to .48 per mile effective February 1, 2022
- Procedure headers aligned with Chrome River expense types
  - Mileage for Personal Vehicle
  - Fleet Services Vehicles
  - Rental Cars
  - Parking
  - Tolls
  - Gasoline
  - Taxi/Shuttle
  - Train/Rail
  - Bus
- Rental Car
  - One way rental allowable with justification
  - Insurance requirement for off road rental vehicles for field work and research
  - Cleaning fee expense is allowable for off road rental vehicles
  - Toll pass is an allowable rental car expense for states requiring electronic only payment of toll roads and expressways.
- Gasoline receipt required for all gasoline purchases.

Review the full procedure at <https://www.controller.vt.edu/procedures.html#select=7>.

## Mileage Rate for the Use of Personal Vehicle

Effective January 1, 2022, the IRS increased the mileage rates for the use of a personal vehicle for business travel from 56 cents to 58.5 cents per mile. Effective February 1, 2022, the university “lessor” mileage rate for round trips greater than 200 miles has increased to .48 per mile. If you created a preapproval travel authorization requesting mileage before January 1, 2022, for travel commencing on or after January 1, 2022, you need to edit the amount when importing the pre-approval into the expense report. To edit the date of the transaction, 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.

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## Travel Cancellation Due to COVID

Travel continues to be impacted by COVID. The Controller's Office wants to remind employees and departments that making travel arrangements has a financial impact on individuals as well as the organization.

Airlines may provide a credit to be used up to one year from the date of purchase for cancelled airline tickets. Review the airline's cancellation policy prior to purchase. Per travel procedures, airline tickets may be reimbursed after travel takes place. Travelers should use the university contracted travel agencies or the department's P-Card to purchase airline tickets to avoid carrying the cost of an airline ticket on your personal credit card for delayed travel.

Travelers and Departments should pay conference registration fees through the department's P-Card or directly to the vendor through HokieMart. Conference registration fees paid by the individual may be reimbursed only after the conference takes place.

Lodging is reserved and paid by the traveler. It is imperative for the traveler to be aware of the cancellation policies of the lodging facility. Failure to cancel within the time frame of the cancellation policies, is the responsibility of the traveler. Lodging cost paid by the individual may be reimbursed only the travel takes place.

Before incurring other travel related expenses, the traveler should be aware of any cancellation policies and cancel within the time frame of the policy.

Travelers should pursue refunds or credits from service providers for any cancelled travel, regardless of the reason.

Questions can be directed to [travel@vt.edu](mailto:travel@vt.edu).

## Departmental Parking Services Purchases

The Controller's Office, in conjunction with Parking Services, is implementing a new [Departmental Parking Payment Certification](#) form for departmental purchases of visitor permits, event spaces & leasing, and other services acquired through Parking Services. The new form replaces the Controller's Office approval that was previously required.

[Procedure 90200: Departmental Parking Payment](#) details the requirements related to using university funds for these activities and outlines step-by-step instructions to obtain parking services.

For questions, please reach out to [rosannar@vt.edu](mailto:rosannar@vt.edu) or [Parking Services](#).

## Departmental Sales Tax Guidance

In general, all sales, leases, and rentals of tangible personal property in or for use in Virginia are subject to Virginia sales and use tax, unless an exemption or exception is established. Additionally, departments must notify the Controller's Office in the event goods are shipped outside of the Commonwealth of Virginia, as this could create a sales tax liability to other localities. Therefore, the Controller's Office has created the Departmental Sales Tax Procedure to provide guidance to departments engaging in these types of activities. [Procedure 90100: Departmental Sales Tax](#) highlights and defines the Controller's Office and the departments' responsibilities in tracking, reporting, and remitting sales tax when applicable.

Departments can direct sales tax related questions to the Controller's Office at

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[salestax@vt.edu](mailto:salestax@vt.edu).

## Mobile Communication Device Allowance Changes

Mobile communication devices and plans have changed over recent years. In order to align with mobile technology and current market climate, [Procedure 23830: Mobile Communication Device](#) has been updated to reflect mobile technologies and establish an additional allowance option. These changes are effective immediately.

Details for each plan have been laid out in the table below.

Allowance Plan	Monthly Allowance Amount
<b>Plan #1: Basic Phone</b> <i>-Talk/Text &amp; Limited Data</i>	<b>\$17.00</b>
<b>Plan #2: Basic Phone</b> <i>-Talk/Text &amp; Unlimited Data</i>	<b>\$33.00</b>
<b>Plan #3 Smart Phone</b> <i>-Talk/Text, Unlimited Data</i> <i>-High Speed Connections, Storage Capacity, Hot Spot</i>	<b>\$58.00</b>

Employees that currently obtain \$17 will automatically be assigned to Plan #1. Employees who receive \$58 will automatically be assigned to Plan #3. An additional third option has been added as Plan #2 allowing employees who may not need the highest plan with the most capabilities the ability to receive unlimited data.

Departments wanting to change an employee's existing allowance plan will need to complete a new [Mobile Communication Device \(MDC\) Request Form](#) for department records, and submit a [P3A](#) to Human Resources requesting the new amount. New allowances will continue to follow the same guidance of completion of a **P3A** to HR and the MCD Request Form to the department.

All questions can be directed to [payroll@vt.edu](mailto:payroll@vt.edu).

## P-Card Fiscal Responsibility

The Procurement and Controller's Office would like to remind P-Card holders and approvers that in order to remain in compliance with University Policy 3100-Fiscal Responsibility, segregation of duties must be maintained between the P-Card holder, and the approver. The P-Card holder should never approve their own reconciliation in Chrome River. Doing so is in violation of policy. Monthly reviews are being performed to ensure compliance. Failure to maintain a segregation of duties will result in a 90-day suspension of P-Card privileges and repeated violations will result in a permanent loss of privileges. Please email your P-Card Administrator at [purchasecard@vt.edu](mailto:purchasecard@vt.edu) if you have any questions about this policy or the P-Card program.