

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 207

March 7, 2024

Mileage Rate Increases for the Use of Personal Vehicle

Effective March 1, 2024, the university "lesser" mileage rate for round trips greater than 200 miles increased from .51 to .53 per mile. If you created a preapproval travel authorization requesting mileage before March 1, 2024, for travel commencing on or after March 1, 2024, 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.

For assistance, please contact the travel team at travel@vt.edu or 540-231-0944.

Risk Management Training Available

Want to learn about risk management? Curious about Virginia Tech's insurance program? The Office of Risk Management is pleased to offer Risk Management Foundations, a series of four on-demand trainings on PageUp, the Human Resources Learning Management System. Risk Management 101 and 102 cover the risk management process, and Commercial Insurance 101 and 102 go over the basics of insurance terminology and Virginia Tech's insurance program.

Business Meals & Refreshments

Accounts Payable has updated [University Procedure 20310a: Business Meals and Refreshments](#). Changes of note are summarized below:

- Employee spouses, children, and guests must have an established business purpose for attending a business meal.
- Refreshments may be provided at training sessions, workshops, or meetings for employees that last a minimum of three (3) hours.
- Annual departmental planning events may include refreshments in addition to one meal within per diem.
- Food/beverages may be provided at on-campus student programs that promote student engagement and support the university's academic mission (excludes standard classes and labs). Students must be the primary beneficiary of these events.
- Refreshments, snacks, or beverage-only service should follow the per diem meal rates for Breakfast.
- In certain unique situations, food and beverage expenditures may be authorized up to 150% of the applicable per diem meal rate. An explanation for the need to utilize this rate should be attached to the food approval form for prior approval.

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- Applicable per diem meal rates are determined by the following timetable:
 - a. Breakfast: After 5am until 11am
 - b. Lunch: After 11am until 3:30pm
 - c. Dinner: After 3:30pm until 5am

Contact Brad Foster (bcfoster@vt.edu) with questions about changes to this procedure.

New Student Travel Support Procedure

[University Procedure 20335m: Student Travel Support](#) has been established to provide student travel support guidance including examples of reportable vs. non-reportable student travel.

Compliance with the Internal Revenue Service (IRS) accountable plan rules requires the university to document the business-related activities of all university-funded travel. A procedure has been created to help the university community distinguish student travel that qualifies as a reimbursement from student travel that qualifies as scholarship/gift aid.

When a student travels to conduct university business, Virginia Tech is considered the primary beneficiary. As a result, the travel reimbursement is non-reportable and may be processed from any appropriate funding source, including E&G funds.

The student is the primary beneficiary when traveling to further their own education or training. Reimbursement for these expenses is considered scholarship income and must be paid through Foundation funds as a scholar award (issued through Financial Aid) or Sponsored Program funds (if the grant specifically supports student travel).

Contact Brad Foster (bcfoster@vt.edu) with questions.

Promotional Items Approval Form

Please utilize the new [Promotional Items Approval Form](#) to document departmental approval to order promotional items for official university business (recruiting, advertising programs, etc.). Attach the completed form to the HokieMart Purchase Order along with the vendor quote.

Preapproval by the Controller's Office is only required for orders exceeding \$2,000 beginning March 1.

The following guidelines apply to the purchase of Promotional Items with university funds:

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- Promotional items may be provided to current and/or prospective students, guests, and the general public. Only departments that provide services directly to university employees (ex: VT Police, Hokie Wellness, etc.) may purchase promotional items to provide to employees from other departments.
- Promotional items must not be purchased with the intention of providing the items as gifts (given in appreciation of a donation, service, etc.)
- University funds should not be used to purchase promotional items on behalf of a student club or organization.
- Promotional items should cost no more than \$20.00 per item including all set-up fees, design fees, shipping costs, etc.

Contact Brad Foster (bcfoster@vt.edu) with questions.

New Fund Series Available for Request: Departmental America-To-Go Funds Linked to Virginia Tech Foundation Funds

The Controller's Office is excited to announce departments may now request a new university fund to be used for Virginia Tech foundation funded America-to-go orders placed via HokieMart. This new fund may be used for either fully funded VTF America-to-go orders, or in conjunction with other university funds on an order to facilitate partial VTF funding. The new university fund will be in the 970### fund range and will need to be tied to a single 8##### fund at the Virginia Tech Foundation. Each month the Controller's Office will aggregate the charges placed on these funds and bill the foundation for reimbursement.

A new [fund request form](#) has been launched on the Controller's Office website. Requestors need to provide the organization code and VTF fund number to which the new university fund will be associated. A department may request as many university funds as desired (a 1:1 relationship between the university fund and VTF fund is required).

In order to receive one of these new funds, a departmental approver must certify the following:

- The VTF fund number provided has sufficient funds to cover purchases made through America-to-go using university systems;
- The university fund provided will only be used for purchases made via the America-to-go process & procedure that need to be billed to and paid by the Virginia Tech Foundation;
- The fund provided will be reviewed monthly in the normal course of business along with other monthly fund financial reviews in accordance with university policy 3100;

An accompanying policy is forthcoming that will be available on the Controller's Office website soon. Any questions can be directed to genactg@vt.edu.

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Updated Training Available – General Accounting

General Accounting has updated the on-demand training for Banner FOAPAL Elements and Banner Finance Pages. The training allows users to complete the modules at their own pace. Module 1 covers Banner FOAPAL Elements and provides information on Banner Finance terminology and explores the Banner hierarchy. Module 2 covers Banner Finance Pages and explores common Banner forms and the process of performing queries within these forms. The training can be found on Page Up as well as the Controller's Office webpage under Training Opportunities- General Accounting.

Questions regarding the training can be directed to genactg@vt.edu.