



The Ledger

A newsletter of the University Controller's Organization
Website: <https://controller.vt.edu>



Vol. E, No. 233

August 6, 2026

New HokieMart "Invoice Attached" Option for Specific Invoice Processing

To improve processing efficiency for certain purchases that require a purchase order, a new "Invoice Attached" checkbox is now available on HokieMart requisitions.

This option is intended **only** for situations where:

- A purchase requires a purchase order, but one has not yet been established; and
- The department has already received the vendor's invoice, and the invoice is ready for payment.

Departments should be aware that, **except in approved emergency or other authorized circumstances**, receiving goods, services, or invoices before a required purchase order has been established is inconsistent with university procurement procedures. This feature is intended to facilitate processing when such situations occur and should not be interpreted as approval to bypass established procurement requirements.

When these conditions apply, select the "Invoice Attached" checkbox on the requisition and attach the vendor invoice when submitting the requisition. Accounts Payable will receive the invoice directly in HokieMart attached to the purchase order, eliminating the need to separately email the invoice to vtinvoices@vt.edu. This enhancement will reduce processing time and help ensure invoices are paid more efficiently.

For purchases where a purchase order already exists, continue following current procedures by submitting invoices associated with that purchase order to vtinvoices@vt.edu. The "Invoice Attached" option should only be used for the specific circumstances described above where an invoice has already been obtained before a required purchase order has been established.

A brief zoom to provide an opportunity to ask questions and gain any additional clarification is scheduled for August 14th. You can sign up via [PageUp](#).

Deem Online Travel Booking Tool Review

Join staff from the Controller's Office on Tuesday, August 18 at 10am for a review of the university's online travel booking tool, Deem.

Deem is a mobile, cloud-based travel solution that allows employees to easily purchase and manage airfare. Deem offers an efficient booking process and reduced transaction fees compared to booking through a travel agent. All bookings through Deem are charged to a university credit card managed by the Controller's Office, so there is no out-of-pocket expense to the traveler. The platform can also be used to purchase student and guest airfare.

Please register for this session in [Page Up](#).

Mileage Reimbursement Rate for Use of Personal Vehicle

Effective July 1, 2026, the mileage reimbursement rate for use of a personal vehicle on round trips of 200 miles or less has increased from \$0.725 per mile to \$0.76 per mile.

The mileage reimbursement rate for round trips exceeding 200 miles remains \$0.53 per mile.

Please contact the [travel team](#) with any questions.

Worker Classification Form Training

The Controller's Office recently announced the implementation of a new Worker Classification Form. The form simplifies the evaluation of individuals providing services to the university and helps ensure proper classification as either an employee or an independent contractor.

Effective 9/1/26, the form is required for all independent contract payments processed through Accounts Payable. In preparation for this change, the Controller's Office will offer a Worker Classification Form training session on Wednesday, August 19 at 3pm.

Presenters will review the form questions and workflow and discuss the importance of appropriate worker classification to ensure compliance with IRS guidelines. Attendees will have an opportunity to ask questions.

Please register for this session in [Page Up](#).

MicroStrategy Rebrands to Strategy

MicroStrategy has officially rebranded as Strategy. As we review and update training resources, documentation, and other materials for the upcoming year, references to the platform will be updated to reflect the new company name and branding.

This update is intended to maintain consistency across our communications and learning resources while aligning with the vendor's current branding guidelines. Where applicable, materials will also incorporate the new Strategy logo and visual identity.

As updates are made, users may notice references to both MicroStrategy and Strategy during the transition period. Over time, all materials will be standardized to use the new Strategy name to help ensure a consistent experience.

Accounts Receivable Reporting Is Now Available in Strategy

Accounts Receivable reporting is available in Strategy, and the Office of the University Bursar has developed training and updated webpage resources to help departments begin using the new reports.

Departments should begin transitioning to the Accounts Receivable reports in Strategy now. The legacy AR Web Submission reports will be retired on September 30, 2026. Beginning October 1, departments must use Strategy for Accounts Receivable reporting.

[The Accounts Receivable Charge Entry and Reconciliation Training Module](#) provides an overview of the reports available in Strategy and explains how they can be used to review account activity, research student transactions, and support departmental reconciliation.

The reports available include:

Charge and Payment Reports

- Charge Balance Report
- Charge/Payment Report for Departmental Users

Student Reports

- Student Assessment Report
- Student Charge/Payment Report

Reconciliation

- Commerce Manager to Banner Reconciliation

The training module, report descriptions, and additional resources are available on the [University Bursar website](#).

We encourage departmental users to review the training and begin using the Strategy reports as soon as possible. This will provide time to become familiar with the reports before the legacy reporting system is retired.

If you have questions about Accounts Receivable reporting in Strategy, please email the [Bursar's Office](#).

Correction: Departmental Visitor Parking Permit Process Remains Unchanged

A recent Ledger announcement incorrectly stated that Parking Services would no longer facilitate the presale of daily parking passes to university departments and that Controller's Office Procedure 90200 and the Departmental Parking Payment Certification Form would be discontinued. These items will remain on the Controller's Office website.

Parking Services has discontinued the sale of physical scratch-off daily parking permits for individual faculty, staff, and students as part of the university's transition to virtual parking permits. However, the existing process for university departments to obtain departmental visitor parking permits remains in place and will continue during the 2026–27 fiscal year.

Departmental visitor parking permits are intended exclusively for university visitors. Virginia Tech faculty, staff, and students are not considered visitors and are not eligible to use departmental visitor parking permits.

Faculty, staff, and students who need a daily parking permit should purchase a virtual daily permit through the [Virginia Tech Parking Portal](#) using their PID and password. In addition, faculty, staff, students, and visitors may pay for parking in designated [ParkMobile](#) lots using the ParkMobile app.