The Ledger

A Newsletter of the University Controller's Organization
Website: **http://www.controller.vt.edu**

Increase in Mileage Rate for Use of Personal Vehicle

Effective August 22, 2011, the standard business mileage rate established by the University ("lesser rate") will increase to 45 cents per mile. We will modify our web-based policies accordingly. Below is a summarization of updated policies, which are available at http://www.co.vt.edu/Procedures/p20335d.html:

Personal Vehicles

Reimbursements for the use of personal vehicles are made at the following rates which are based on the costs of maintaining fleet services vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service:

Please note the new rates below are effective for official business travel when a personal vehicle is used:

45 Cents Per Mile	Round trip is 100 miles or more and a Fleet Services, or state contract Enterprise, vehicle is available.
55.5 Cents Per Mile	Round trip is less than 100 miles and a Fleet Services, or state contract Enterprise, vehicle is available.
55.5 Cents Per Mile	Fleet Services, or state contract Enterprise, vehicle is not available. (Fleet Services must provide a certification if in Blacksburg.)
55.5 Cents Per Mile	Round trip is 100 miles or more, a Fleet Services, or state contract Enterprise, vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. The economic benefit must be well supported with an analysis of the personal vehicle versus the state vehicle.

Please note the above changes in vehicle reimbursement rates when completing travel vouchers that include travel occurring on August 22, 2011 or afterwards.

Please download the new version of the travel voucher form at http://www.co.vt.edu/Forms/index.html#travel

Activity Codes for P-Card Transactions

The Controller's Office now has the ability to charge P-Card transactions to the appropriate activity code. When submitting P-Card certifications, please provide the fund, account, and activity code (if applicable) for each transaction. This information will be used to properly code departmental expenditures. The Controller's Office will no longer code expenditures to account code 13090. If account codes are not provided on the P-Card Certification form, the Controller's Office will select an account code based on the expenditure description. Please direct questions to Mike Long (milong@vt.edu or 1-9308) or Dorothy Carter (dicarter@vt.edu or 1-8618).

Important Reminders and Updates from Payroll about Form I-9

Please note the following important changes to the I-9 completion process. These changes have transpired as a result of a mandate from the Governor for Virginia Tech to process all new hires and rehires through E-Verify. E-Verify is a federal program that compares the information recorded on the I-9 Form to information in the Social Security Administration and Department of Homeland Security databases.

- **Updating an I-9 is no longer a viable option in our decentralized hiring environment.** As a result of E-Verify we are required to enter all rehired employees as a new case in the E-Verify database. We can no longer accept an updated I-9 Form because the documents used to complete the original form might now be expired. Because we have decentralized hiring and I-9 completion with centralized E-Verify submission, departments have no way of knowing whether or not a document used on the original I-9 form on file in Payroll has expired. E-Verify will not allow processing a verification using an expired document. Going forward, if an I-9 action is required as a result of an employee's break in service, a whole new I-9 form will need to be submitted to the Payroll Office (MC 0339).
- Once you complete the Form I-9 for all NEW hires or rehires, **please attach LEGIBLE copies of the documentation you used to complete Section 2** - (some documents now require photo-matching).

Following are some reminders related to completion of the I-9 Form
- Employees are required to **complete Section 1 on or before the first day of employment**. The departmental representative should complete Section 2 at that time in order to get the form to payroll prior to the third business day from the date of hire.
- It is imperative that you **send the I-9 (and supporting documents) to Payroll immediately upon completion (Mail Code – 0339)** - do not wait to gather a completed packet of information. The federal requirement is to have the information from the I-9 entered into E-Verify within three days of the date of hire.
- Please make sure that the form is signed by the employee and the departmental representative and **ALL** dates are recorded on the form I-9. There are two signature dates, the **employee signature date in Section 1** and also **the employer signature date in Section 2**. In addition, make sure that you have recorded **the employee's first day of work in the Certification section (Section 2)** of the form.
- If an employee checks the second citizenship category indicating they are "A noncitizen national of the United States" – A noncitizen national is defined as persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific

Islands and certain children of noncitizen nationals born abroad. – A word of caution – VERY FEW OF OUR EMPLOYEES FALL INTO THIS CATEGORY. Many employees who check this category should actually check the 4th category – "An alien authorized to work…" If your employees check this box you need to confirm that the documents for Section 2 match what is indicated.

- The I-9 Form should be photocopied with the form on the front and the Lists of Acceptable Documents on the back.

For now you will complete the paper I-9 form in the usual manner; however, we are evaluating solutions to assist with electronic completion of the I-9 Form as well as the submission of information to E-Verify. Our office will provide updates as decisions are made regarding this process.

Please contact Payroll with related questions.
Jackie Hester - hesterj@vt.edu
Janet Kunz – jakunz@vt.edu
Leisa Shelor – shelorl@vt.edu

Training Opportunities from Payroll

The following training opportunities are available from Payroll. If you are interested in training and are not on campus, please inquire about training via video conference.

- **Completing Form I-9 for Employment Eligibility Verification at Virginia Tech –** http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_05.htm
- **Employing Foreign Nationals at Virginia Tech – https://secure.hosting.vt.edu/www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_07.htm**
- **Foreign National Non-Employee Payments (Guest Speakers, Honoraria, Invoices, Prizes/Awards, Accounts Payable) – http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_11.htm**
- **Online Labor Redistribution Training - https://secure.hosting.vt.edu/www.controller.vt.edu/Training/Training_opportunities/training_vt_edu.htm?list=dept&details=3&summary=on#Online**