The Ledger

A Newsletter of the University Controller's Organization

Website: **http://www.controller.vt.edu**

Lodging and M&IE Rate Changes

Effective October 1, 2023, default CONUS (Continental United States) lodging and M&IE (Meals and Incidental Expenses) rates have been updated by the United States General Services Administration (GSA).

The standard lodging rate increases to $107; all non-standard areas (NSA) will have lodging rates at or above the standard rate. Chrome River will adjust rates based on lodging location. In FY24, 302 non-standard locations have per diem rates higher than the standard rate.

<u>FY24 seasonal lodging rates for Blacksburg (Montgomery County, Virginia)</u>

2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
$134	$111	$111	$111	$111	$111	$111	$111	$111	$134	$134	$134

<u>FY24 seasonal lodging rates for cities of Alexandria, Falls Church and Fairfax (Arlington and Fairfax counties, VA)</u>

2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
$261	$193	$193	$193	$193	$258	$258	$258	$258	$176	$176	$261

The standard M&IE (meals and incidental expenses) rate remains $59. The M&IE tiers range from $59 - $79. Chrome River will adjust rates based on location.

M&IE Rates and Breakdown	$59*	$64	$69	$74	$79**
Continental Breakfast/Breakfast ***	$13	$14	$16	$17	$18
Lunch ***	$15	$16	$17	$18	$20
Dinner ***	$26	$29	$31	$34	$36
Incidental Expenses	$5	$5	$5	$5	$5
First & Last Day of Travel ****	$44.25	$48.00	$51.75	$55.50	$59.25

*	Blacksburg, VA (Montgomery County, Virginia)
**	Cities of Alexandria, Falls Church and Fairfax (Arlington and Fairfax Counties, VA)
***	The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your reimbursement. For example, if your trip includes meals already paid for by the university (e.g., conference registration fee), you must deduct those meals from your reimbursement.
****	Travelers receive 75 percent of the applicable M&IE on the first and last days of travel.

If you have any questions, please contact the travel helpline at 540-231-0944 or travel@vt.edu

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Check Printing

Wells Fargo now processes the printing and distributing of university checks to vendors and employees. When a department requests a check be available for pick up at the Bursar's Office, it will be available no earlier than three days (after 3:00 p.m. on the third day) from the date the invoice is processed by the Controller's Office.   Please be sure to plan accordingly when requesting Bursar's Office check pick-up.   Departments should contact the Assistant Accounts Payable Manager, Jason McGraw at jamcgraw@vt.edu or 540-231-2544, if time-sensitive payments arise to determine if special handling is needed.

Training Opportunity: Electronic Journal Voucher Submission

A training opportunity is available to all finance users on October 6th, 2023, to learn more about the new process to submit and review/approve journal vouchers electronically. See the sign-up link below.

The Controller's Office announced in June 2023 that electronic journal voucher submission is available for use for all departmental finance users using Banner's My Journals module, and departmental voucher review occurs directly within Banner Finance. Both the preparer and the approver must already have Banner Finance access to facilitate the process.

Due to configuration limitations within My Journals and Banner Finance, only vouchers where the preparer has Banner Finance access to all the funds in the entry are able to be submitted using My Journals. A voucher where the preparer does not have Banner Finance access to all the funds in the entry must be submitted using the legacy process of submitting the required form and related support to journal@vt.edu (or mailed to the Controller's Office, MC 0312).

The use of My Journals is currently not required but is strongly encouraged. Please see the training materials referenced below for more specific details. Questions not answered through the materials can be directed to genactg@vt.edu.

We are offering a live demonstration and introductory training refresher session on October 6th, 2023 at 10:00am via ZOOM. Sign up here: https://virginiatech.pageuppeople.com/learning/9496. A recording will be made available for playback if you cannot attend.

A self-paced, on-demand online training and associated materials (quick reference guides and detailed manual) are available here: https://vtemployees.pageuppeople.com/learning/9202