

The Ledger

A Newsletter of the University Controller's Organization

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

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Mobile Communication Device Update

In accordance with the [university policy 3960, Mobile Communication Devices](#), departments must evaluate device service plans on an annual basis to ensure that the plan is reasonable compared with actual business use and that the service plan chosen is the most cost effective option offered. Documentation of the annual review should be captured on the [Virginia Tech Mobile Communication Device Request Form](#) each December.

[Controller's Office procedure 23830-Mobile Communication Device](#) has been updated based on a recent market analysis of mobile communication device cost. The voice/text/data plan allowance will increase from \$57 per month to \$58 effective December 25, 2017. There is no change in the voice/text plan which will remain at \$17 per month.

The annual recertification for employees who currently have the allowance is required and must be documented by December 24 using the [Mobile Communications Device request form](#). Without annual certification, the allowance will automatically terminate on December 24. Employees and departments are encouraged to begin the recertification process in November or early December. The allowance will become effective on the most reasonable processing date after the form is received. No retroactive payments will be permitted to employees.

Please direct any questions regarding this topic to payroll@vt.edu.

Conversion to the MicroStrategy Finance Web Report Menu

The conversion to the MicroStrategy Finance Web Report Menu is now complete. All finance reports previously offered on the Legacy Web Report System are now available on MicroStrategy or through Banner Job Submission. As a result, the Legacy Web System **finance reports** will be decommissioned at the end of calendar year 2017. If you are still using the Legacy finance reports, we ask that you transition to MicroStrategy as soon as possible.

To assist in this transition, there is an on-line MicroStrategy Finance Web Report training session available on the Controller's Office website at the link listed below. You will need to enter your PID and PID password to view the session.

<https://www.controller.vt.edu/training/opportunities.html>. In addition to the online training, four instructor led training sessions will be offered:

North End Center Room 2200	November 15, 2017	1:00 pm – 3:00 pm
North End Center Room 2200	November 28, 2017	1:00 pm – 3:00 pm
North End Center Room 2200	December 5, 2017	1:00 pm – 3:00 pm
North End Center Room 2200	December 7, 2017	9:00 am – 11:00 am

Please send an email to Stacy King at kings@vt.edu to register for one of the sessions listed above.

Questions about the MicroStrategy Finance Web Report Menu and Reports can be directed to Stacy King at 231-8624 or kings@vt.edu or Penny Falck at 231-9260 or pfalck@vt.edu.

New MicroStrategy Finance Reports Available

Several new reports are available on the MicroStrategy Finance Reporting Menu. A new series of reports have been developed to assist with Destination Area reporting. The reports include Destination Area Fund by Account, Snapshot by Destination Area, and Destination Area Transaction Detail. The reports are similar to the standard reconciliation reports but only include destination area funds and the activity is grouped by destination area.

Another new report is the Snapshot by Financial Manager. This report provides summary budget and expenditure information for each fund grouped by financial manager. The report can be submitted at any level of the organization hierarchy or for a specific financial manager.

The final new report is the Expenditure Summary for Specified Periods. This report provides expenditure totals for specified periods. For example, if the user enters a beginning period of Jan2016 and an ending period of Dec2016, the report would provide expenditure totals by fund for the months included. The report options allow the report to be submitted for E&G Operating Funds, Overhead Funds, Sponsored Funds, or for all funds.

General information for all MicroStrategy reports are available at the link below. These help documents provide a description of the report and instructions for entering the parameters.

<https://www.controller.vt.edu/microstrategyfinance/microstrategyhelpdocuments.html>

Questions about MicroStrategy reports can be directed to Stacy King at kings@vt.edu or 1-8624 or Penny Falck at pfalck@vt.edu or 1-9260.

Suggestions for new MicroStrategy reports can be sent to Stacy King at kings@vt.edu.

New Travel Agency

Virginia Tech has contracted with CI Azumano to provide travel management services. You can now access CI Azumano as a vendor from the travel authorization drop down in HokieMart.

Some of the services that CI Azumano can provide are:

- Reservations for air, hotel, car and train
- A single customized, all-inclusive itinerary
- International rate desk for complex itineraries
- After hours and emergency service
- Passport / Visa assistance
- Advice on preferred suppliers, travel discounts, suggested travel logistics, and more

You can reach CI Azumano by phone: 757-213-1282 or email VATechPO@ciazumano.com. If you use a travel services authorization for payment via Virginia Tech Foundation, please email the completed travel services authorization form to VATechPO@ciazumano.com and travelvt@vt.edu.

If you have any questions, please contact Lynn Meadows at 231-8551 (dlynnm06@vt.edu).

FAQ: Billing-The Inn at Virginia Tech

The following frequently asked questions are being provided by The Inn to assist departments.

General

- “Business meeting” is not a business purpose, a more detailed description is needed.
- Please send accounts receivable inquiries to arinn-resc@exchange.vt.edu. This account is monitored by several individuals including:
Lisa Mink – Accounts Receivable Lead
Mina Hailegeorgis – Accounts Receivable Clerk
Jenny Orr – Accounting Assistant
- For a detailed flowchart of The Inn at Virginia Tech’s billing flow, see the following URL: https://www.controller.vt.edu/content/dam/controller_vt_edu/Inn_at_Virginia_Tech_Billing_Flow.pdf

Question: *Why is the participant’s list requested when it’s attached in HokieMart?*

Answer: If attachments and notes are not entered in the *external* tab in HokieMart then outside departments are not able to access them.

Question: *Why are we being charged sales tax when we are exempt from Virginia Sales Tax?*

Answer: Virginia Sales Tax Exemption does not include tax on accommodation charges (Lodging, Room rental) or Packages that include one taxable item.

Question: *Why am I receiving statements for invoices that I have created a purchase order for?*

Answer: Referencing an invoice number, event order number, and/or confirmation number in the purchase order description helps us to pair up the payment to the correct invoice. Without this information, there will be a delay in the processing of the purchase order.

Question: *What is the difference between travel meals and business meals?*

Answers: In order to process travel and business meal expenses additional information is required. For travel meals the requirement is the business purpose for travel. Requirements for business meals are: 1) names of guests/participants in attendance and their affiliation, and 2) business purpose of the meal. This information can be included in the purchase order description or emailed with the purchase order number and/or invoice number referenced. Please see below for meal policies.

Travel meals- Travel meals are processed at the local per diem rates for meals and incidental travel expenses (Procedure 20335r).

Official Business Meals - Business meal reimbursements up to 50% over the applicable per diem guideline may be approved by an authorized approver with ***sufficient justification***. Reimbursement may be allowed if documentation supporting the reimbursement clearly establishes that the meal is taken during overtime work periods or for official business reasons. To be eligible for reimbursement, such meals must be considered essential to the university’s mission and a business necessity. Public expenditures for food must be 1) in accordance with state policy, 2) reasonable and necessary, and 3) part of a bona fide business function of the University. Public funds may NOT be used for events considered to be primarily social in nature. Business meal reimbursements above 50% over the applicable per diem guideline are not permitted (Procedure 20335c).

Question: *How can I help with billing when making room reservation at the Inn?*

Answers: Please provide the Purchase Order at the time of the reservation request. If it is not available, please call back to provide this Purchase Order number to update the billing for the reservation

Question: *How can I make Restaurant reservations?*

Answers: Reservations can be made via telephone directly with our Restaurant **540-231-0124** or through Open Table which is utilized by the Inn for online restaurant reservations. To book a private room, you would need to contact your planning manager.

Online Reservations can be reached with the following steps as a Guest User:

<http://www.innatvirginiatech.com/>

Click Dining

Select Preston's Restaurant

At the bottom, select the Date, Time, Party # and press Reserve a Table

Find a Table and select available time

Complete Name, Phone number, email and Occasion

In the Special Request section, please provide contact name, number, email, Acct number, participants, business purpose and purchase order number (if available)

Question: When is a purchase order complete and cleared?

Answer: Once the required audit documentation is received which will include business purpose, participants list and meal authorization (if not already provided), a banner transfer will occur.