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, 2019, default CONUS (Continental United States) lodging rates have been updated by the United States GSA (General Services Administration). As a result, university travel lodging rates will be adjusted in accordance with policy.

The standard lodging rate increased from $94 to $96. The standard M&IE rate will remain $55. All six tiers for M&IE rates will remain the same for FY20:

M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidentals	First & Last Day of Travel
$55	$13	$14	$23	$5	$41.25
$56	$13	$15	$23	$5	$42.00
$61	$14	$16	$26	$5	$45.75
$66	$16	$17	$28	$5	$49.50
$71	$17	$18	$31	$5	$53.25
$76	$18	$19	$34	$5	$57.00

The following localities will move to the standard rates for lodging and M&IE:

Destination/State
Dover, DE (Kent County)
South Bend, IN (St. Joseph County)
Benton Harbor/St. Joseph/Stevensville, MI (Berrien County)
Lake County, MT
Medina County, OH
Aiken County, SC
Sheboygan County, WI

In fiscal year (FY) 2020, there are 322 Non-Standard Areas (NSAs) that have per diem rates higher than the standard CONUS rate of $96 lodging and $55 M&IE. The NSAs M&IE rates range from $55 - $76 in FY20.

Below are the new seasonal lodging rates for Blacksburg (Montgomery County), VA. The M&IE rate remains at $56.

County ⓘ	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Montgomery	$113	$101	$101	$101	$101	$101	$101	$101	$101	$113	$113	$113

For additional details, visit https://www.gsa.gov/travel/plan-book/per-diem-rates. CONUS rates on the Controller's Office website at procedure P20335r (https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335r.pdf) have been updated.

If you have created Travel Authorizations in the Banner Travel & Expense Management (TEM) system prior to October 1, 2019, for travel that will occur after October 1, 2019, be sure to use the recalculate per diem function in the TEM system when you generate your expense report to obtain the new rates effective October 1, 2019.

If an Expense Report/Travel Reimbursement was created but not submitted (still in draft status) in Chrome River prior to October 1, 2019, for travel that will occur after October 1, 2019, be sure to recalculate the allowable lodging rate to ensure the new rates are being calculated.

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

Organized Research Rates for FY20 and FY21

As the Office of Sponsored Programs (OSP) communicated on September 13, 2018, the Facilities and Administrative (F&A) rate agreement dated August 6, 2018, contains predetermined **organizational research rates** for FY20 and FY21 that are lower than the organized research rates in the prior F&A agreement dated April 15, 2015. The only organized research rate that did not go down is the organized research (capped) off campus adjacent rate. Since many sponsored project proposals consist of multiple-year budgets, proposals submitted before August 6, 2018 contain the organized research F&A rates from the previous rate agreement April 15, 2015 agreement.

OSP reviewed all active organized research awards in July to determine if the F&A rate in Banner needs an adjustment in accordance with the provisions of 2 CFR Part 200 or Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. If changes were necessary, it may be possible to reallocate budget from the F&A budget line item to the direct.

Application of F&A Rates in Banner

Awards with a start date prior to July 1, 2018

- OSP will apply the FY20 and FY21 predetermined organized research F&A rates for sponsors requiring detailed budgets for incremental funding modifications.
- However, the F&A rates in Banner will **not** change for awards if the following conditions apply:
    - sponsor does **not** require a revised detailed budget for incremental funding
    - award received a "no cost time extension" prior to July 1, 2019
    - award is fully funded prior to July 1, 2018
    - current F&A rate is below the federally negotiated rate

New awards with a start date of July 1, 2018 or later

- OSP applied the FY20 F&A rate to the associated Banner funds effective July 1, 2019.
- OSP added a Banner attribute to the project and will generate reports to identify which Banner funds to apply the FY21 organized research rate in July 2020.

Reallocation of F&A Budget

If according to the criteria above, the FY20 and FY21 F&A organized research rates were changed in Banner, OSP will manage the F&A budget as follows:

PI and Department Notification

OSP will put an alert in the Post Award Management system to review F&A budget balances six months before the project end date. Departments should notify their Post Award Associate if this timeframe does not work for a particular award.

Process to allocate F&A budget to direct line item

- Award does not require sponsor approval

The Post Award Associate will review the Banner fund to determine if budget reallocations are necessary. If so, the calculated amount to be budgeted will be reduced proportionately by the applicable F&A rate and added to the salary budget category. In rare circumstances, when there is no salary budget, the supply budget line item will receive the increase.

o Award requires sponsor approval

The Post Award Associate will contact the PI or departmental fiscal officer for budget revisions and budget justification. Upon receipt of the necessary information, the OSP will submit to the sponsor for consideration.

Principal Investigators and Department Research Administrations can contact the Post Award Associate assigned to the project regarding F&A rates. If you do not know the assigned post award administrators, use the online Associate Look-Up Tool, available at https://osp.vt.edu/about/People/administrator-lookup-tool.html.