

# The Ledger

*A Newsletter of the University Controller's Organization*

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

---

Vol. E, No. 190

June 2, 2022

## Mileage Rate for the Use of Personal Vehicle

Effective June 1, 2022, the university “lesser” mileage rate for round trips greater than 200 miles will increase from .48 to .51 per mile. If you created a preapproval travel authorization requesting mileage before June 1, 2022, for travel commencing on or after June 1, 2022, you need to edit the amount when importing the pre-approval into the expense report. To edit the date of the transaction, click the calendar icon and select the date the mileage took place and the system will automatically change the reimbursable amount per mile. You must click the save button to preserve these edits.

For assistance contact the Travel Team at 540-231-0944 or [travelvt@vt.edu](mailto:travelvt@vt.edu).