The Payables Periodical

VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE

Travel FAQs:

- **Where are the travel forms?**

Remove any previous copies from your desktop. *Travel **Forms** are housed in the **VMI Portal** and include the **Travel Authorization (TA)**, **Lodging Exception (LE)**, **Meal Exception (ME)**, and the **Travel Reimbursement (TERV)**.*

- *Other forms you can find in the VMI Portal are:*
  - *Trip Calculator*
  - *Travel Reimbursement Continuation form*
  - *Directions for filling out the Travel Reimbursement Form*
  - *VMI Policies and Procedures handbook*
  - *Per Diem Rates (meal and lodging) – link to the GSA.GOV website*

- **IRS Mileage Rate Increase**

The IRS mileage rate increased to $.655 on January 1, 2023. The fleet rate remains the same at $.246.

- **Claiming the Higher IRS Mileage Rate (VAPP 40510: Personal Vehicle Use)**

Reimbursement at the higher IRS rate for use of a personal vehicle will be used if it is determined to be the most economical and/or in the best interest of the Institute.

To seek reimbursement at the higher IRS rate, attach the following documentation to the Travel Reimbursement Form (TERV).

- *State car, including Enterprise Rental, availability printout that shows that a state car is not available or Enterprise Rental is higher.*
- *Trip Calculator that shows the personal mileage rate is the most economical means of travel.*

The lower fleet rate of $.246 will be used for all other personal vehicle mileage.

ACCOUNTS PAYABLE

Is This RECEIVER Ready To Submit?

Be Sure to Include:

- **The eVA Purchase Order (PO)/Purchase Card Order (PCO)order**
  - **If PCO, Receiver for Disbursement of Payment is not needed**
- **If over $2000**
  - **Attach Purchase Order (PO)/Blanket Order (BO)**
- **Invoice #**
- **Date Invoice Received**
  - **Attach date stamped invoice**
- **Date Goods Received**
  - **Confirm all invoiced goods have been received**
- **Department**
- **Special Instructions**
  - **Any special terms, payment information, late submittal justification, supporting comments**
- **Vendor Name**
- **State or Local**
  - **Funds used to pay invoice**
- **GL Account # (match REQUSITION)**
  - **Ensure correct GL fund account is selected by choosing cost center and object code**
- **Attachments**
  - **Travel Authorizations (if travel related), emails and any other supporting documentation**