

Frequently Used Policies and Procedures

Budget Manager Doris Shelor's hours are from 7:30 a.m.-4:30 p.m. Monday-Thursday and on Friday from 7:30 a.m.-1:30 p.m. Her office hours are as follows:

Monday and Wednesday 9:00 a.m.-11:00 a.m.; 2:00 p.m.-4:00 p.m.

Tuesday and Thursday: 9:00 a.m.-11:00 a.m.; 3:00 p.m.-4:00 p.m.

Friday: 8:00 a.m.-11:00 a.m.

Note: She has also arranged to work extra in order to leave on Fridays at 1:30 p.m.

TRAVEL

In 2004, the Governor's Office requested increased oversight and accountability for travel costs as a result of the questionable judgment exercised by some state officials the previous year. The Governor's Office sent a memorandum to all agency heads that informed them that "state funds should never be expended to accommodate the personal comfort, convenience, or taste of the traveler." In October 2007, the state Comptroller's Office revised the travel policies for the agencies of the Commonwealth. In all cases, employees must comply with the State Travel Regulations.

Most of the changes to the travel procedures relate to advance approvals for travel and related expenses. The following procedure changes itemize the new requirements. The word **requirement** is emphasized because if these procedures are not followed, in some cases, **the traveler will be required to bear the expense personally.**

Remember that travel is broken down into four steps. More information on the steps is listed below.

1. A Travel Estimate and Approval Form must be submitted BEFORE travel arrangements are made.
2. Make travel arrangements (air, state car, etc.)
3. Take trip.
4. Submit form for reimbursement.

1. Do I need a Travel Approval Form?

Yes, (**including sponsored funds**). The reason for this requirement is that a written approval form provides documentation of approved travel in case of accident, worker's compensation, or other liability issues. The form must be completed and presented to Doris **prior** to incurring expenses for the trip. The Chair is authorized to approve travel expenses for one, two or three employees. The Controller's Office will only accept the new Virginia Tech Travel Estimate and Approval Form (which is on the IDST/STS web sites). Throw away any old copies of this form that you have. A copy of the approved form must be attached to all expenditure documents, including the Request for Travel Reimbursement Voucher, the registration payment, the Air

Travel Services Form, and the Purchasing Card Certification Form.

- A. Since there is a three person maximum restriction, where more than three employees from the same program are requesting to travel to a conference, seminar, or training workshop, the program director must write a letter of justification stating the business necessity for all of the individuals to attend and submit it to the Chair.
- B. When more than three employees within different programs wish to attend the same conference, seminar, or training workshop each individual should submit to the Chair along with the Travel Estimate and Approval Form a letter stating justification for them to attend the function.
- C. The guidelines that will be followed when more than three employees wish to attend the same function but are from separate departments are listed below:

"When departments have knowledge that employees from other departments plan to attend the same event, it is incumbent upon the departments to present their documentation supporting the business necessity of all attendees to their Department Head for review and approval."

2. What do I need for International Travel?

International travel now includes Canada, Mexico, and Puerto Rico. Domestic travel is now defined as travel within the 50 United States. The Travel Estimate and Approval Form must be submitted **prior** to incurring expenses for the trip. The Chair or Designee is authorized to approve travel expenses for one, two or three employees. A copy of the approved form must be attached to all expenditure documents, including the Request for Travel Reimbursement Voucher, the registration payment, the Air Travel Services Form, and the Purchasing Card Certification Form. If more than three employees are traveling internationally, the same rules apply as those for domestic travel. See above instructions on what procedures to follow for these circumstances.

3. How much can I get reimbursed for meals?

Individual meal guideline amounts for each respective daily meal are presented in the guideline tables which can be found on the IDST/STS web sites, which lists the basic rates. These individual meal amounts are also used to determine the maximum meal reimbursement amounts. Unless the city is specifically listed in this table, the daily meal and incidental expense limits including taxes and surcharges are as follows:

In-State - \$39.00
Out-of-State - \$44.00

Note that for the purpose of determining allowable costs, the Washington, DC area includes:

The cities of:

- o Alexandria
- o Falls Church
- o Fairfax

The Virginia counties of:

- o Arlington
- o Fairfax

The Maryland counties of:

- o Montgomery
- o Prince George

Departure and Return Days - The guideline tables show the reimbursable amount for departure and return travel days, which is 75 percent of the appropriate per diem explained below.

Which M&IE rate? - For all travel, out-of-state, in-state, or foreign travel, the M&IE rate is calculated based on the lodging location, except for the last day of travel. The M&IE for the last day of travel is based on where the traveler spent the previous night.

For example, if I want to travel to Charlottesville, VA, on 4/1-4/3, I would look on the table to see that the M&IE rate is \$44. However, if I look at the very end of this document where it lists individual meal amounts I see that the 75% Travel Days (which is for the day I left on my trip and the day I returned) I am entitled to \$34. So, on 4/1, my M&IE rate is \$34, on 4/2, my M&IE rate is 44, on 4/3, my M&IE rate is \$34.

Out-of-Country Meal Guidelines - You may obtain out-of-country lodging and M&IE limits by going to the following web site and making a copy of the rate for the area traveled
http://aoprals.state.gov/web920/per_diem.asp.

4. How much can I get reimbursed for lodging?

Lodging is a bit more complicated. Use the same web site as the M&IE listing found on the IDST/STS web sites to get the basic rate. Travelers must make a good faith effort to secure lodging within the published guideline rates before requesting exceptions. When they are unable to find suitable lodging within the guideline established for the area, they must thoroughly document their efforts to secure lower cost accommodations. This new approval procedure applies to all lodging, **including conference hotels** that exceed the applicable rate by less than 50%. Additionally, they must seek advance approval from their Chair or Designee for lodging rates exceeding the guideline BEFORE the trip occurs. The Travel Estimate and Approval Form has been modified to provide space for this request. Reimbursements exceeding the allowable rate for the area will not be made unless the traveler is granted an exception for the higher lodging rate.

Lodging up to 50% over the Published Guideline: Lodging rates up to 50% in excess of the guidelines must be approved by the Chair or Designee (for our department, this will be Doris and any disputes can be taken up with the Chair of the department) on the traveler's "Travel Estimate and Approval Form," in advance of the trip. The Travel Estimate and Approval Form has been modified to provide space for this request. The traveler must fill in the information under the Lodging Exception Request form on the Virginia Tech Travel Estimate and Approval Form when you turn it in.

Lodging Exceeding the Published Guideline by more than 50%: Requests for exceptions above 150% of the published rate charged to university funds **must** be made PRIOR to the travel and must be approved by the Chair (or in our department, Doris) and then by the Controller's Office before it is forwarded to the state Comptroller's Office with a recommendation for approval. **Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally because the State Department of Accounts refuses to approve exceptions when cost comparisons can no longer be made.** Requests must include an explanation of circumstances requiring a lodging exception and sufficient documentation showing alternative cost comparisons justifying the excess. When hotel cost comparisons are being made, first preference must be given to selecting lodging in the economy class. The State Department of Accounts will verify lodging availability on all requests and will not approve an exception if adequate lodging within the guideline rate is found near the event. An e-mail with the information below should be sent to the Doris so that it can be forwarded on to the Controller's Office.

- Name of traveler
- Name and address of hotel (including zip code) requiring an exception and hotels used in the cost comparison
- Per night cost of hotel **before** taxes (please indicate "before taxes" on the request)
- Dates of lodging
- Purpose of trip

For travel funded fully by sponsored programs or local funds, the Controller's Office is responsible for the final review and approval. For all travel funded from all other sources, the University Controller's Office will review and approve the request for the university and forward it to the State Department of Accounts for the final review and approval. Approved lodging rates will be returned to the requesting department. This documentation needs to be attached to the Travel Reimbursement Voucher.

5. How do I get reimbursed?

On the IDST/STS web site, you will find the Travel Reimbursement Expenses Form. You should fill out the form, attach ALL original receipts, and give these to Doris. It would not be a bad idea to look at the reimbursement sheet before you take a trip to see what will be required to get reimbursed. If the form is used, it will speed up your reimbursement.

6. How do I reserve a Motor Pool Car?

Please send Doris an e-mail with the following information:

1. Whose name the vehicle should be reserved under
2. The driver's license #, state, and expiration date (month, day, year)
3. Account number to be charged (CIL, Research, HUM Operating, CEUT, ASPIRES, etc.)
4. Pick-up date and time
5. Return date and time
6. Destination
7. Vehicle size (4, 5, 6, passenger car) (7, 12, cargo van short, cargo van long, truck, 19 passenger bus, 40 passenger bus)

If there is anyone else going with you, Doris will need the name, driver's license #, State, and expiration date if they will be driving the vehicle any time during the trip.

Once Lisa gets the approval back from Motor Pool, she will ask you to come and sign the Proper Use of State Vehicles Form if we do not currently have one on file for you. Once this has been completed, the Motor Pool Form will be placed in your box. Please try to give our office at least two days notice for these requests.

7. How do I make air transportation arrangements?

The university departments may purchase airline tickets for individual business travel by any one of the following methods.

1. Travel Authorization (TA) sent to one of the travel agencies on contract
2. Traveler's Corporate American Express Travel Card
3. Departmental Purchasing Card
4. Personal funds

The requirements for use of each option are explained below. There are pros and cons associated with each method of airline ticket purchase so the traveler should become familiar with those advantages and disadvantages before determining the means of purchasing the airline tickets. It is imperative that the correct procedures be followed for the purchase of airline tickets.

Travelers may purchase individual business airline tickets from the travel agencies on university contract, from other travel agencies, from the airlines directly, or through the Internet. The cost/benefit analysis documentation for purchasing airfare and lodging over the Internet is no longer required! Travelers are responsible for keeping documentation in department files that a reasonable effort was made to secure the most cost beneficial travel services.

(You can give this documentation to Doris to file with your reimbursement or you can be responsible for keeping the documentation in your office.)

Transportation Authorization (TA)

The University recently entered into agreements with five travel agencies to provide travel services for university business travel. The traveler receives from \$200,000 to \$500,000 in flight insurance when this option is used. The agencies have the latest equipment to notify them when scheduled flights are changed or cancelled. The five agencies and their contacts are listed below. At this writing, ticketing fees range from nothing to \$20 and are subject to change. You need to check with the travel agent at the time of booking for any fees charged by the agency.

Payments are made to the Travel Agencies by use of the Travel Services Authorization (ATA) form, which authorizes the travel agents to purchase the tickets on your behalf and charge them to your university funds. Please send Doris the travel itinerary or have the Travel Agency to fax or e-mail the itinerary. Lisa will then prepare the ATA. The Travel Agency then sends Doris your itinerary electronically for you to print off and take to the airport to pick up your tickets. **This is the only option available for purchase of airline tickets for group travel.**

Martin Travel, Inc.
1346 South Main Street
Blacksburg VA 24060
Phone: 951-7854 FAX: 540/951-5043
Statewide/National Access: 1-800/817-1227
Web Page: <http://www.martintravel.com>
Email: Josie@martintravel.com or Trisha@martintravel.com

Omni Travel and Tours, Inc.
508 South Main Street Suite A
Blacksburg VA 24060
Phone: 552-4120 FAX: 540/552-9642
Statewide/National Access: 1-800/809-6496
Web page: <http://www.go-omni.com>E-mail: slagel@usit.net

Short's Travel
1203 West Ridgeway Ave.
Waterloo, Iowa 50701
Hours: 8:30 AM – 5:00 PM CST
Phone: 785-272-7511 FAX: 785-272-6244 Toll Free: 800-255-3507
After hours emergency assistance – 877-233-2427 (access code A1N51)
Web Page: <http://www.shortstravel.com>
E-mail: topeka1@shortstravel.com

University Travel
22 University City Boulevard
Blacksburg VA 24060
Phone: 961-2700 FAX: 540/951-2921
Statewide/National Access: 1-800/638-2701
Statewide/National Access after hours: 1-800/823-8761 (24 hour service)
Web Page: <http://www.universitytravel.com>
E-mail: bill@universitytravel.com

World Travel Service
3615 Franklin Road
Roanoke, VA 24014
Phone: 540-982-2200 FAX: 540-344-6042
Statewide/National Access: 1-800-572-4466
Web Page: <http://www.worldtravelva.com>
E-mail: bethm@worldtravelva.com or hollyw@worldtravelva.com

Generally, airline travel cannot exceed the rates charged for tourist/coach fare. Reimbursement for first class travel is prohibited. Travelers purchasing airline tickets with first class codes will not be reimbursed for the expense from public funds. When warranted, the Controller's Office may grant permission for business class travel when it meets one of the following conditions:

1. When it does not cost more than the lowest available tourist/coach fare,
2. For travel to Western Europe for a meeting starting within 3 hours of landing.
3. Transoceanic, intercontinental trips of eight hours or more, or
4. If the traveler pays the difference.

Travel Card

Travelers may use their Corporate American Express travel card (green card) for charging travel when they purchase through the internet or directly from the airlines. The travelers receive \$200,000 in business travel accident insurance and \$5000 in baggage insurance when they use their American Express Corporate travel card to purchase airline tickets. The traveler **CANNOT** be reimbursed for the cost of the ticket until **AFTER** the trip occurs. The ticket receipt, a copy of the itinerary, and boarding passes must be attached to the Travel Reimbursement Voucher Request Form. **The cardholder cannot purchase tickets for group travel services using their Corporate American Express Purchasing Card.**

Departmental Purchasing Card

This is the preferred method when available. Travelers should contact one of our contracted travel agencies and have them send Doris the agreed upon itinerary. She will then contact the travel agency with the Purchasing Card number to pay for the tickets. Once the tickets have been issued the travel agency will send electronically the itinerary for the traveler to print off and take to the airport to pick up their tickets. Boarding passes must be kept and turned in if other travel expenses are being claimed.

Personal Funds

Travelers may use their personal funds or credit cards to make payments for business airline tickets. The traveler **CANNOT** be reimbursed for the cost of the ticket until **AFTER** the trip occurs. **The cardholder cannot purchase tickets for group travel service using their personal funds.** When procuring services via the Internet, remember that the following is needed:

- A. The hardcopy final page from Internet site showing total cost and itinerary
- B. The airline confirmation (either ticket or boarding pass) of the type of ticket purchased, i.e. coach, business when this information is not shown on the final page from the Internet
- C. The copy of payment (credit card or cancelled check, front & back) if this is not shown on the final page from the Internet site, and
- D. The boarding passes.

Internet travel users must be careful when procuring airline tickets. The Internet sites often list only a class code and the user should know the following code designations.

1. Coach/Tourist - B H K L Q T U V W Y
2. Business Class - C J
3. First Class - A D E F J P

Group Travel

Group travel purchases are governed by the Virginia Public Procurement Act (VPPA). Effective July 1, 2004, the university will not make deposits to travel agencies or reimburse faculty for group travel procured personally when they have not followed the requirements of the VPPA. All group travel, including study abroad trips and team travel, must be purchased using the university travel contracts or, when appropriate, a Requisition for Purchase form. An example for the use of a requisition would be when a national organization has organized a trip that includes airfare, lodging, inter/intra-country travel. Please contact the Purchasing Department well in advance of the trip if you are considering using a non-contract organization for travel services.

8. Can I drive to my designation instead of flying?

A traveler (and the burden does rest on the traveler) must provide justification that driving was more cost effective than flying. Cost comparisons are to be done prior to travel and must be attached to your travel reimbursement when submitted to the Controller's Office. If travel via air is less expensive than travel via personal car, a disallowance will be necessary. If travel via personal car is less expensive, no disallowance is necessary; *however*, the cost comparison must be done in order to justify the use of your personal vehicle. Once you have the cost comparison completed, please e-mail the answers to the questions below to Doris to hold with your Travel Approval Form until reimbursement is claimed. Doris will need the written quote as well.

The following instructions should be helpful when a cost comparison is required as part of your travel reimbursement request.

Instructions for Preparing a Travel Cost Comparison

The telephone and fax numbers of our five contract travel agencies are listed here for your convenience. ***If you choose to research other sources for airfare prices, please document what sources you use such as internet vendors, or other travel agents. You should obtain "written" quotes for these fares - such as faxes from agents showing the airfare costs, or print the information from websites.***

1. Martin Travel: Office phone is 540-951-7854; FAX @ 540-951-5043.
2. Omni Travel & Tours: Office phone 540-552-4120; FAX @ 540-552-718.
3. Short's Travel: Office Phone 785-272-7511; FAX@ 785-272-6244
Toll Free 800-255-3507
4. University Travel Consultants: Office phone is 540-961-2700;
FAX @ 540-951-2921
5. World Travel Service: Office phone is 540-951-1151; FAX
@ 540-953-1076

Ask the agent for a price quote of the least expensive airfare for the dates you will be traveling. This quote should be in writing (on letterhead), or, you may have them fax you a quote. The cost comparison should always be done **before** the travel occurs.

The actual cost comparison should encompass the following items.

Travel via personal vehicle:

- ***Round trip mileage between your base (most often Blacksburg) or your home (whichever is the lesser mileage), and your destination.***

- ***Meals and incidental expenses (M & IE) on the days en route TO the destination and on the day's en route home FROM the destination.***

- ***Lodging incurred on the day en route TO the destination and on the day en route home FROM the destination. Only one day of expenses is allowed on each end of the trip.***

- ***Any tolls or parking charges incurred en route TO and FROM the destination.***

TOTAL FOR PERSONAL TRAVEL:

Compare this cost with the air travel as follows:

- ***Cost of the least expensive airfare available for the dates of your travel.***

- ***Round trip mileage between your base or your home (whichever is the lesser amount) and the airport.***

- ***Airport parking for the number of days that you would be out of town (any personal days must be deducted).***

- *Costs of shuttle, other ground transportation, and/or rental car at your destination.*

- *Any extra M & IE and lodging costs which would be incurred due to obtaining a lower airfare (in some instances, this may be a viable justification for using your personal car.*

TOTAL FOR AIRFARE TRAVEL:

9. Can I rent an apartment instead of staying in a hotel?

If a rental unit is needed for extended-stay lodging, prior written permission must be obtained from the University Controller. This request must include a cost justification for the traveler to use the rental unit in lieu of other hotel/motel accommodations. The cost comparison statement should show the total cost for using the alternate accommodations and the length of the contract, the cost of usual accommodations, and the net savings. The office of Real Estate Management does not review lease requests when the lease is in the name of the traveler. All of this information should be sent in an e-mail to Doris for her to forward to the Controller's Office to get the pre-approval BEFORE the trip occurs. Once the approval has been received, the traveler pays the lease and submits the receipt for rent payment when he/she returns from their trip. A lease in the name of the University, however, will need to be reviewed and approved by Real Estate Management.

BUSINESS MEALS

Doris must receive both the credit card receipts for meal reimbursements with the itemized receipts (showing what was actually consumed) before you can be reimbursed. These are required for reimbursement of business meal expenses for any meals that are paid out of state accounts. All of our local restaurants should be providing these. Also remember that expenses of university employee's spouses involved with an interview process or other business meeting are not reimbursable from public funds. Below are the procedures for business meals. Please look over these procedures once again.

Official business meals must involve substantive and bona fide business discussions and must be recommended for payment by the Chair and approved by the Office of the Controller. Allowable business meal functions cannot consist entirely of university employees from one department or college and they normally include non-Virginia Tech employees. Therefore, departmental committee meetings, etc. cannot be charged to state accounts. Such activity is considered to be an entertainment cost and not an appropriate charge to public funds. A foundation account must be used for these types of reimbursements.

Authorized official business meals may be reimbursed per individual based on actual costs incurred up to the amount shown for the applicable meal in the M&IE Rate Table (found on the IDST/STS web sites). The M&IE rate used shall correspond to the location in which the official business meal was taken for in-state, out-of-state, and foreign travel (rates found at http://aoprals.state.gov/web920/per_diem.asp).

Meal per diem rates on the individual meal rate table are to be applied to all business meal functions including entertaining University visitors or recruiting new employees. Itemized receipts (showing what was actually consumed) plus credit card receipt (if applicable) are required for reimbursement of business meal expenses. The business purpose for the meal and the names and association of all attendees must be included with the documentation to help show the business necessity of the event. Initials of the representatives are not sufficient to document the attendees at the meeting.

Expenses of university employee's spouses involved with an interview process or other business meeting are not reimbursable from public funds.

When claiming reimbursement for these costs, please fill out the Travel Reimbursement Voucher (available on the IDST/STS web sites) and submit the original receipts. Please provide Doris with the following information: business purpose, names and association of all attendees, itemized receipt including credit card receipt, if applicable.

Note: On another note, while in travel status, one traveler cannot claim the meal for another traveler when the two of them meet together whether it is to discuss business or to dine together while on travel status. They must both use the M&IE allowance on their respective travel vouchers.

HONORARIUM PAYMENTS AND OTHER COSTS

One of the frequent payments processed is an honorarium payment for events involved with a speaker being invited to the Virginia Tech campus. These payments require several pieces of paperwork to be processed and if not followed correctly, will be denied payment by the Controller's Office. Please follow the steps below for these payments. Let Doris know if you have questions.

1. Fax or mail W-9 form to the individual involved to see if the individual is a U.S. citizen or not before honorarium is discussed.
2. Once the form is either returned by mail or fax, bring Doris the form to look over. If the individual is not a U.S. citizen, then can: 1) Offer, in lieu of an honorarium, payment for travel expenses which IRS imposes less complex rules in paying than honoraria. 2) Have individual contact Janet Kunz at 231-3754 to discuss additional documentation required if want to proceed with an honorarium. Ask the individual to have Janet call Doris after they have spoken to get verification from them that an honorarium payment can be made.
3. If the individual can be paid an honorarium, send them an e-mail or a letter stating what they will receive an honorarium for and the amount that will be given (this is needed for 5,E below).
4. If you need a hotel reservation for the individual at the Inn, please contact Doris. She will need to give them a departmental account number.
5. Once status is confirmed, and if Doris is to prepare an honorarium, she needs the following:
 - A. Travel Approval Form - if overnight travel only.
 - B. Let Doris know if individual is getting any other reimbursement beside honorarium. If so, she must prepare Travel Reimbursement Form to give to the individual while they are on campus.

- C.** W-9/W-8 (Doris should already have because this is step #1)
 - D.** 20 Questions (Doris will prepare).
 - E.** Letter of invitation stating honorarium amount. (This can be e-mail, etc.)
 - F.** If honorarium amount is over \$500, must have justification why over \$500. (E.g., Expert in field, etc.). Put this in a memo form from you to the Controller's Office for Doris to send with the other paperwork.
- 6.** If you want to hold a reception for this event, remember that the reception must be PREAPPROVED before state funds can be disbursed. The following information is needed:
- A.** Name of speaker
 - B.** Date, Place, Time Speaking, to whom, title of presentation, etc.
 - C.** Who is invited to reception? Public, University Community, or just the department
 - D.** Date, Place, Time of reception

Please send this information in an e-mail to Doris (dshelor@vt.edu) at least one week in advance of the event, to get pre-approval from the Controller's Office. The pre-approval must be attached to the payment or payment will be denied.

- 7.** If you are intending to claim reimbursement for any meals with the individual, please remember the following:
- A.** Official business meals must involve substantive and bona fide business discussions and must be recommended for payment by the Department Head and approved by the Office of the Controller. Allowable business meal functions cannot consist entirely of university employees from one department or college and they normally include non-Virginia Tech employees.
 - B.** Authorized official business meals may be reimbursed per individual based on actual costs incurred to the amount shown for the applicable meal in the M&IE Rate Table. For Blacksburg the rates are as follows:
 - Breakfast - \$10
 - Lunch - \$15
 - Dinner - \$26
 - C.** Itemized receipts (showing what was actually consumed) plus credit card receipt (if applicable) are required for reimbursement of business meal expenses. The business purpose for the meal and the names and association of all attendees must be included with the documentation to help show the business necessity of the event. Initials of the representatives are not sufficient to document the attendees at the meeting.

- D. Expenses of university employee's spouses involved with a business meeting are not reimbursable from public funds.
 - E. When claiming reimbursement for these costs, please fill out the Travel Reimbursement Expense Form which is on the IDST/STS website and submit the original receipts.
8. In the past, we tried to expedite visitors' reimbursements by allowing them to sign and fax back the Virginia Tech Travel and Meal Expense Voucher. However, the Controller's Office will no longer accept a faxed copy of the form. All visitors will be given a Request for Travel Reimbursement Form in which they should indicate the address that their voucher can either be e-mailed or mailed to them to verify, sign, and return back to Doris to forward to the Controller's Office.

STATE PURCHASES

Sometime back, the fiscal officers in the college met with John Rudd, Director of Audit and Management Services. He discussed recurring problem areas that Audit Services had found when they went into the departments to conduct an audit. One such problem was those items (books, equipment, etc.) purchased from state funds by professors. (For our department, these recurring expenses are books purchased for research or class usage, tape recorders or other machines to be used for class, etc.). When a professor is reimbursed for these items, they are now required to sign a statement which states "These items become the Property of Virginia Tech," in order for the expenses to be paid from a state account. This means that upon separation from the university, the items should be returned to the department. John told us that if an audit is conducted, the auditors can request that those items purchased with state \$ be shown to the auditors. The responsibility of reproducing the items rests on the professor's shoulders. I have tried to remind everyone of this requirement when a request for reimbursement is made. Since an audit is inevitable, please keep this in mind when purchasing such items; and be sure you have these items where they can be easily accessed if necessary. You may want to write a note "Property of IDST/STS Department," in or on those items so that you remember the item was purchased with state and not personal funds and must be accounted for. Let me know if you have any questions.

SIGNATURES ON GRANTS/AWARDS

Remember that in an effort to keep better bookkeeping records, any Chair's signature required on grants/awards must come through Doris to receive the Chair's signature. This way I will be able to make the necessary departmental copy that is needed. Doris will get the necessary signature and return the grant/award to the faculty member. If there is a deadline to turn in the grant/award, please note this on the proposal when you turn it in for a signature. Once you have received a notification letter (rejection or acceptance), please provide Doris with a copy. This will prompt Doris to give you the proper paperwork for travel, etc., or to get with you to arrange salary/wage payments if necessary. This policy is for all grants, including CEUT, Diversity, ASPIRES, CIL, VFH, Writing Center, Millennium, International Travel Grant, Minority Artists and Scholars, to name a few. Also, the new OSP Policy effective July 1, 2005, states that proposal submission forms to be submitted to the OSP will require only two signatures, that of the PI and the respective Dean. The policy further states that where the individual unit requires it, additional signatures may be needed. The College of Liberal Arts and Human Sciences will continue to require ALL persons formerly identified as being required for approval of submission of the proposal to OSP. Specifically, all PI's, co-PI's, their respective department heads (and/or Director if the proposal is submitted through a center or similar unit), and respective Dean(s) will be

required on all proposals on which CLAHS faculty are participating as researchers. A page with signatures must be included with the proposal with all appropriate signatures before a signature from the CLAHS Dean's Office will be provided. The revised proposal approval is on both the STS and IDST web site for your perusal.

OFFICE SUPPLY PURCHASES

Most office supplies can be purchased at the university bookstore, or you can send an e-mail to Doris to place the order through one of the office supply companies, Furniture is not office supplies, regardless of the price. All furniture must be purchased from the Virginia Correctional Enterprises. An exemption will not be given after the purchase is made. Therefore, no state account can pay for the purchase. It will then become the professor's responsibility to pay for the item(s) personally if such items are purchased. If program funds are being used for the purchase, Doris needs the Director's approval before she can order. An e-mail is sufficient. Office Supply books are located in the mailroom. Supplies are ordered once a week (on Mondays). However, if you have an emergency or need an item immediately, please let Doris know when it is needed by. Please realize that every effort will be given to get the item here by then, but most vendors require a one to two day turn around time.

What constitutes a "special" supply order? Any supply item that is not currently stocked in our supply cabinet. In this case, you will have to purchase from either your personal sub-account(s) or in IDST from one of the program funds. If it is to be paid from program funds, please be sure to have the Director send Doris an e-mail giving approval for the purchase.

OTHER

Interdepartmental Service Requests, Interdepartmental Printing Requests, and Bookstore Forms - Please give at least a 24-hour notice to type these up. Again, emergencies come up and these can't be helped. We are more than willing to help you out in these circumstances. Please send the information below to Karen Moore in an e-mail (Kwmoore@vt.edu) or you can put a hard copy request in her box. This will prevent any miscommunication.

For ISR's and IPR's Karen needs the minimal of:

1. Who is the form going to: Copy Center I, Copy Center II, Printing Services, VBS, etc.
2. What fund is to be charged? If program funds are being used for the purchase, Doris needs the Director's OK (e-mail is fine) before she will sign off on the HokieMart order.
3. Description of the work to be performed. Include in this the number of copies you are requesting, if applicable.
4. Cost of service. This is now required in HokieMart. Please contact the service center to get a price quote before sending the information to Karen to type up the order.

For Bookstore orders, Karen needs the minimal of:

1. What fund is to be charged? If program funds are being used for the purchase, Doris needs the Director's OK (e-mail is fine) before she will sign off on Bookstore Form.

2. A description of what you want to purchase. This is necessary because the university has contracts on certain items. We must make sure that we comply with these contracts. Therefore, certain items must be purchased with other vendors. If you tell Karen you plan to purchase one thing and go and buy another, you may be required to purchase these items out-of-pocket if the item is on state contract.

Meeting facilities - In selecting locations for meetings, agencies shall give first preference to **State-owned facilities**. For meetings of policy, advisory, or supervisory boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently. The special lodging guidelines for meetings at The Homestead, The Tides Inn, Tides Lodge, and Greenbrier Resorts have been eliminated.

Procurement of conference services - In planning for a university-sponsored conference, the Lodging and M&IE guidelines should be used as a measure of reasonableness. The department should be prudent in selecting the most cost beneficial option available to the university. The university should follow the university Department of Purchasing general procurement guidelines. Documentation supporting the procurement **must** justify any costs in excess of the guidelines based on the overall conference procurement costs (i.e., free room space or other no or low-cost amenities needed for meetings.)

Key costs – Each professor/graduate student is issued a set of keys upon arrival. If a key(s) are lost or misplaced, it will be the responsibility of that individual to pay for the costs to get the key(s) duplicated.