



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

March 5, 2014

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 138 / General Accounting

**One Topic and
One Form
Revised** **Revisions not marked.**
20335—State Travel Regulations

This was an internal review to update both the

- a) IRS link on p.34 to direct the State traveler to the IRS website for the 2014 vehicle mileage rates and
 - b) *Travel Expense Reimbursement Voucher* (TERV) form with a 2014 Excel spreadsheet for calculating travel commenced since January 1, 2014.
-

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

**DOA's CAPP
Manual
Contact**

Michael Rider, MBA
Electronic Publishing Manager
✉ michael.rider@doa.virginia.gov
☎ (804) 225-3051

(capp memo 138.docx)