



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

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TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 83 / CARS and CIPPS

**Four CARS
Topics Updated**

1. Topic No. 20335, State Travel Regulations

The requirement in the *State Travel Regulations* to reduce otherwise reimbursable business mileage by the traveler's normal daily commute mileage has been rescinded. While appropriate in concept, administering this particular policy has proven problematic and not cost effective. Commuting mileage, which is defined as mileage traveled routinely and directly between the employee's residence and basepoint, remains non-reimbursable. Travel routing must be the most direct practicable route.

The revised policies also include additional cost factors (administrative time, distance to the nearest Enterprise location, and hours of operation) that may be considered in the cost-benefit analysis required to determine whether a personal vehicle is cost effective relative to a state-owned or rental (Enterprise) vehicle.

Please review this topic carefully for these and other changes. Revision text has been marked with a vertical revision bar.

- 2. Topic No. 60104, Agency and FIPS Codes**
- 3. Topic No. 60108, Expenditure Codes**
- 4. Topic No. 60109, Revenue Codes**

These three topics are updated for Classification and Coding Structure and contain revision change bars.

Continued on next page

**One CIPPS
Topic Updated**

1. Topic No. 50450, Parking and Transportation

In accordance with IRC 132(f)(4) and Public Law 105-178, as of 2007, parking expenses up to \$215 and transit/vanpool expenses up to \$110 per month can be deducted on a pre-tax basis. (Page 1, Introduction)

Note also Page Three's revised **DGS Charges and Agency Parking Reconciliation** information block.

Revision text has been marked with a vertical revision bar.

**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
-

Recent Updates

- Update 83 (CARS and CIPPS)—*included here*
 - Update 82 (CARS)
 - Update 81 (CARS)
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**DOA's CAPP
Manual Contact**

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

(capp memo 83.doc)