



## COMMONWEALTH of VIRGINIA

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### **MEMORANDUM**

TO: Fiscal Officers of State Agencies and Institutions

FROM: Lewis R. McCabe, Jr., Assistant Comptroller  
Accounting & Reporting

SUBJECT: Travel EDI – Change in fee

Expansion of the Travel EDI program is an integral part of the statewide effort to reduce administrative costs associated with paying for goods and services for the Commonwealth. The Appropriation Act requires agencies to identify all employees likely to travel more than twice a year and to reimburse such employees for their travel costs using EDI. Quarterly utilization statistics are provided to the EDI coordinators of each agency in an effort to increase the number of employees enrolled.

In accordance with § 4-5.04 of the Appropriation Act, agencies have been charged \$1 for each travel reimbursement check issued in lieu of Travel EDI. Beginning in FY 2007, the Appropriation Act sets this fee at \$5 per travel reimbursement check. The Department of Accounts (DOA) will increase the fee incrementally in accordance with the following schedule:

FY2007 1 <sup>st</sup> Quarter	\$2
FY2007 2 <sup>nd</sup> Quarter	\$3
FY2007 3 <sup>rd</sup> Quarter	\$4
FY2007 4 <sup>th</sup> Quarter	\$5

DOA's goal is to encourage maximum use of Travel EDI. Agencies are encouraged to take action to increase Travel EDI usage so that the fee will be completely avoided. In instances where Travel EDI is not used and fees are charged, the process currently in place to capture the fee will continue to be used.

If you have any questions or need additional information, please feel free to contact Kim White at [kim.white@doa.virginia.gov](mailto:kim.white@doa.virginia.gov) or 804-225-2376.