

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 173

August 20, 2020

Chrome River Expense Report Email Notification

The Virginia Tech Chrome River implementation team appreciates your continuous feedback on potential modifications to the travel system implemented last year. The most popular request from end-users is to receive an email notification when an action routes to a user's approval queue. Many of you began receiving pre-approval email notifications in February 2020 and will now receive email notifications when expense reports arrive in your Chrome River approval queue. Email notifications for expense reports include approvals for travel reimbursements and p-cards.

Submit inquiries to Ashley Dunn, Travel Supervisor (ahosey@vt.edu or 540-231-8551).

Payroll FAQs for Telework Occurring Outside of Virginia

A Payroll FAQs document related to telework occurring outside of Virginia is available using the link below.

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23840.pdf

Virginia Tech Phase 3 Travel Restrictions

Travel restrictions have been lifted as we move into Virginia Tech Phase 3. Business travel, aligned with federal and state regulations, is allowed with approval from the department head/org level in Chrome River. No additional approval documentation is necessary for travel that takes place on or after August 3, 2020. Any travel that commenced between March 11, 2020 and August 2, 2020 will need to be deemed essential travel by the appropriate Dean, Associate Dean, Institute Director, or Vice President/Provost and pre-approval documentation must be attached to the expense report. Without the proper approval documentation from the Dean, Associate Dean, Institute Director, or Vice President/Provost during this time period, travel costs will not be reimbursed.

Submit inquiries to Ashley Dunn, Travel Supervisor (ahosey@vt.edu or 540-231-8551).