

The Ledger

A Newsletter of the University Controller's Organization

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Non-Travel Related Reimbursements

As follow up to the March 20, 2020, *Ledger* article <https://www.controller.vt.edu/ledger.html>, the Controller's Office is communicating additional temporary process changes as a result of COVID-19.

Currently, the process for reimbursing employees for **non-travel items/services** requires employees' to sign a reimbursement request form generated from HokieMart. To accommodate our current work environment, we are **temporarily** adding three alternative methods for obtaining employee verification for **non-travel related reimbursements**.

To the extent possible, please continue to utilize the existing Controller's Office procedures of having the employee sign the HokieMart reimbursement request form, adding the purchase order number to the form and submitting a hard copy to the Controller's Office with the receipts.

The Controller's Office will **temporarily** accept the following methods for obtaining the employee signatures, **in order of preference**.

1. Email the signed HokieMart reimbursement request form with the purchase order number and receipts to vtinvoices@vt.edu. This step can be completed by either the department fiscal person or the employee.
2. Email the HokieMart reimbursement request form with a certified digital signature with the purchase order number and receipts to vtinvoices@vt.edu. The most common platform for a certified digital signature is Adobe Pro. Below is a link with instructions from Adobe to create a digital signature.
https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id
3. In replacement of the HokieMart reimbursement request form, use an email from the employee with the following information and verbiage.

Purchase Order Number:

Transaction Date:

Transaction Amount:

Description of Item Purchased:

University purpose:

I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the University. By email confirmation, I acknowledge that the goods purchased become the property of Virginia Tech and that all services rendered were a direct benefit to the University and its mission.

The preferred method for submitting the request is to upload the HokieMart reimbursement certification to the purchase requisition **AND email these forms to vtinvoices@vt.edu with the PO number on it**. The first step assists the approver in reviewing the request without receiving paper documentation. The second part is **necessary to notify the Controller's Office to process the payment**.

Please contact Martha Mullins, Accounts Payable Supervisor, martham4@vt.edu with any questions regarding the information above.