

The Ledger

A Newsletter of the University Controller's Organization

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

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Non-Travel Reimbursements Transition to Chrome River

The Controller's Office is excited to announce the transition of non-travel reimbursements from the HokieMart reimbursement form to Chrome River by Monday, May 2, 2022. The Chrome River platform will streamline the reimbursement request process and is configured to address specific requirements of the various reimbursement types.

Using the applicable link below, register to learn about the transition in-person or online.

In-Person Training	
https://virginiatech.qualtrics.com/jfe/form/SV_0CmARv6HNXpdJAO	
Date	Time
Tuesday, April 12	9:30 – 11:00
Friday, April 15	9:30 – 11:00
Friday, April 22	9:30 – 11:00
Thursday, April 28	1:30 – 3:00

Zoom Training	
https://virginiatech.qualtrics.com/jfe/form/SV_cux4p2tYs8dhAua	
Date	Time
Thursday, April 14	1:30 – 3:00
Monday, April 18	9:30 – 11:00
Wednesday, April 20	9:30 – 11:00
Wednesday, April 27	1:30 – 3:00

For question, please contact Lynn Meadows at dlynm06@vt.edu.

***New* Sponsorship Approval Procedure and Form**

The Controller's Office is implementing a new procedure and form to streamline the processing of sponsorship payments. [Procedure 90300: Sponsorship Approvals](#) details the requirements for using university funds to pay for sponsorships and outlines step-by-step instructions. The [Sponsorship Approval Form](#) replaces the Controller's Office approval previously required for sponsorship payments.

The sponsorship amount determines the necessary approvers on the [Sponsorship Approval Form](#).

- Up to \$5,000 requires the Department Head signature
- \$5,000 and over requires Department Head **and** Senior Management/Dean signatures

For questions, contact Rosanna Nadeau at rosannar@vt.edu.