The Ledger

A newsletter of the University Controller's Organization
Website: https://controller.vt.edu

New Employee Fringe Benefit Procedure

The Controller's Office has developed a new procedure for identifying and reporting taxable fringe benefits, along with a new online form that streamlines the process. The updated guidance explains how to document fringe benefits, such as tickets, travel, club memberships, and immigration fees, and outlines how these items must be reported for tax purposes.

Departments will now submit fringe-benefit details through the online form, including fair market value and business purpose. Payroll will review each submission, determine taxability, and ensure proper IRS reporting. The new system reduces manual work, improves accuracy, and strengthens university compliance with IRS regulations.

Both the new employee fringe benefit procedure and form will be available for use on January 6, 2026, as departments transition to the updated process. Please register for one of the PageUp training webinars on Tuesday, January 6 at 9am or Monday, January 12 at 1:00pm. Training will be available on demand as soon as the new tool goes live.

Chrome River is Now Emburse - What You Need to Know

We're excited to announce that Chrome River has officially rebranded to Emburse. Even though the name is changing, the functionality you're familiar with remains the same but with some exciting enhancements.

What's Changing?

- The Chrome River platform you currently use for travel and expense reimbursements will appear as Emburse across applications and communications.

- No changes are needed on your end to continue using the system — your login and processes remain the same.

- You'll notice the new Emburse logo and branding when accessing the platform.

- The Emburse Enterprise app is now available and is a faster, smarter, and more user-friendly way to manage your expenses on the go!

This powerful upgrade makes it easier than ever to:

- Snap and upload receipts
- Submit expenses in real time
- Track your approvals and reimbursements

Uploading Receipts in the Emburse Enterprise App

1. From the home screen tap the "Wallet" button at the bottom of the screen and then click "Add A Receipt", or if you already have receipts in your Wallet, just click the "+" button.
2. You will be asked "How would you like to add your receipt?" – Choose From Files, Choose Photo, or Capture Receipt. Make your selection, add a note to your receipt if desired, and then upload your receipt.
3. Select the "+" button on the screen to upload additional receipts.
4. Your receipt will be uploaded to your Emburse Wallet, ready to attach to an expense report at your convenience.

How to Get the Emburse App

For iOS (Apple Devices):

1. Open the App Store
2. Search for Emburse
3. Download the app titled Emburse by Emburse Inc.

Once installed, log in using your Virginia Tech credentials, as you would on the desktop version.

For Android Devices:

1. Open Google Play
2. Search for **Emburse**
3. Download the app titled **Emburse** by Emburse Inc.

Once installed, log in using your Virginia Tech credentials, as you would on the desktop version.

New Fund Establishment Process for Banner Finance: Empowering Campus Users with real time Self-Service

What's Changing?

- Self-Service Access: Campus users can establish new 208 E&G expenditure funds anytime, directly through a new website.
- Faster Turnaround: 208 E&G Fund requests are processed within 15 minutes by the fully automated process.

Why This Matters to You

We're committed to improving efficiency and enhancing service to the campus. With this new self-service Fund Establishment System, authorized users can instantly request a 208 E&G expenditure fund and receive the fund number within minutes—no more waiting for manual processing.

How You Benefit

- Take Control: With Banner Finance access, you can create funds independently - real time - no need to wait.
- Convenience: move forward with implementing your unit's financial structure and plans at any time, 24/7/365.
- Future Flexibility: This system starts with 208 E&G funds but is envisioned to be expanded to other fund sources in the future.

When It's Happening

- The Fund Establishment System will go live on December 10th, 2025. Campus fiscal officers will be notified in advance and provided access through the OBFP website.
- Find the Fund Establishment System and instructions at obfp.vt.edu (under the Budget Process menu) and login using Banner login credentials.
- The [recording of the virtual zoom training can be viewed here](#).

Looking Ahead

This transition marks a step forward in making campus operations more agile and responsive. We're excited about the positive impact this change will bring and will keep you informed as we move forward.

New Batch Payment Form

A new Batch Payment Processing Form is now available to help streamline batch payment processing. The form is designed to initiate, document, and approve the disbursement of payments to multiple suppliers or individuals in a single batch. To use the batch payment process, a minimum of seven (7) transactions is required, and each supplier must have a W-9 on file. This form replaces the Departmental Order for Purchases/Payments (DOPP) form.

The Batch Payment Form should be submitted along with the Batch Interface Template, which is also available on the Controller's Office website.

Please contact acctpay@vt.edu with any questions.

Non-PO Payment Form Updates

New categories have been added to the Non-PO Payment forms to better align with the needs of the university.

A24 – Stipends

May only be paid from sponsored funds. Payments issued to non-VT employees/students for services, living expenses, travel, professional development, etc. as allowed by the sponsoring organization/agency.

A25 – Sponsorships

Financial consideration provided to an organization in return for measurable benefits (ex: event participation, signage) that clearly promote the department's mission. Sponsorship Approval Form required for the use of operating funds.

In addition, category E12 – Books has been expanded to include publication fees.

E12 – Books

Limited to purchases less than $200,000 in total value. Includes hard-copy reference books and textbooks as well as pre-printed materials such as conference proceedings, directories, manuals, etc. Also includes publication fees associated with university-supported research and educational activities.

Winter Break Closing Reminders

Controller's Office

Protect your December prompt pay percentages by taking the following actions as invoices not processed by December 16th will be paid after winter break.

- Email invoices to the Controller's Office before December 16th at vtinvoices@vt.edu to ensure the invoice is processed timely and paid according to the vendor's payment terms and conditions.

- Receive goods and services in HokieMart on the date of receipt.

December 2025 Month-End Close

- The month-end closing process will occur on the afternoon of December 23rd.

- The fiscal period will remain open until midnight on December 31st, allowing departments to continue processing HokieMart orders and budget transfers through the end of December if needed.

Bursar's Office

- Deposits and payments must be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 22nd, to ensure payments post in the current calendar year.

- Students, authorized payers, faculty, and staff may continue to make payments online during the winter break.