

# The Ledger

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## **Pre-Approvals for Essential Travel**

Due to the current moratorium on all non-essential domestic and international business travel, all essential travel must be pre-approved by the appropriate Dean, Associate Dean, Institute Director, or Vice President/Provost. Documentation of the pre-approval must be attached to the expense report in Chrome River. If this pre-approval is not obtained, the travel costs will not be reimbursed.

Please remember, essential travel is defined as supporting activities that are absolutely necessary, cannot be rescheduled, and must be done in person. Essential travel plans should conform with state and university directives on social distancing and self-quarantine as appropriate to the situation.

## **Acquiring Personal Protective Equipment and Other Critical Supplies**

To meet ongoing supply challenges around personal protective equipment (PPE) in support of critical university operations, [Virginia Tech Procurement](#) shared new guidelines for acquiring personal protective equipment and other critical supplies in the [VT Daily News](#).