

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 189

May 25, 2022

Non-Travel Reimbursements

The Controller's Office is excited to announce that Non-Travel Reimbursements functionality is now available in Chrome River.

New Controller's Office [Procedure P20310e: Non-Travel Reimbursements](#) details the change, which is also available on the Controller's Office website, www.controller.vt.edu under the Accounts Payable procedures tab. In addition, non-travel reimbursement training documents have been loaded to the Chrome River website, <https://www.controller.vt.edu/resources/travel/chrome-river.html> under the heading of Non-Travel Reimbursements.

Processing of Employee Tuition Reimbursements in Chrome River has changed slightly from the initial training. When entering an employee reimbursement for tuition, use the Non-Travel Reimbursement report type and select Taxable on the header. All Tuition Reimbursements route to Payroll. Payroll verifies the taxability of the transaction and processes the payment on an upcoming paycheck. The Human Resource forms and procedure related to Employee Tuition Reimbursement are under review and are not available at this time.

For questions, please contact Lynn Meadows at dlynnm06@vt.edu.

Travel Announcements

Travel Advances

Employees and graduate students requesting travel advances as part of the Pre-Approval report in Chrome River should always select the current fiscal year regardless of when the travel will occur. If the travel will begin or end after July 1, 2022, the Pre-Approval and encumbrance will roll to the next fiscal year to allow for processing of the expense report to reconcile the travel advance.

Hotel Parking Expense

When entering a hotel parking expense, the vehicle type must be selected for the system to complete the budget checking process. When the vehicle type isn't selected, the expense report will fail the budget checking process and the report must be returned for corrections. To avoid any delays, please review the hotel parking entries to verify the vehicle type has been selected prior to submitting the report in Chrome River.

Ethos Export Resolution

Chrome River has a routing step that routes a Pre-Approval or Expense Report to Ethos Export Resolution when issues related to budget checking, invoice creation or posting to Banner occur. Reports that are routed to Ethos Export Resolution are reviewed by the Controller's Office. The Controller's Office take corrective action to move the report forward.

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 189

May 25, 2022

Budget Availability

Chrome River budget checks against Banner to determine if funding is available to process a preapproval, an expense report, or a P-Card expense allocation. If budget is not available for the transaction, the report will fail budget checking and will not export into Banner. The report will be returned requesting that you recall the report to change the allocation to a different fund. To avoid delays, please is available to verify a funds budget balance available.

For questions, please contact Lynn Meadows at dlynnm06@vt.edu or Heidi Bucher at hleeson@vt.edu.

Human Subject Confidentiality Form

The Controller's Office has implemented a new [Human Subject Confidentiality Certification](#) form. When participant information must remain confidential and cannot be included in reimbursement request documentation, the form must be an attachment of the Chrome River Non-Travel Reimbursement request or the HokieMart ISR (if repaying a petty cash loan). The form replaces the Accounts Payable Manager's approved control plan.

Controller's Office Procedure 23715c, Selecting and Paying Human Subject Participants, has been updated to reflect the change. All questions regarding the [Human Subject Confidentiality Certification](#) form can be forwarded to rosannar@vt.edu.