

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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

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Vol. E, No. 67

June 9, 2009

## **Travel Policy Changes from Restructuring**

Under authority granted by the Restructuring Act, the Virginia Tech Controller's Office has been working collaboratively with the University of Virginia, College of William and Mary, and Virginia Commonwealth University to develop changes to travel procedures. These changes are in an effort to increase the effectiveness and efficiency of University travel policies and procedures while ensuring continued good stewardship and responsible spending of public funds.

The State Comptroller, David Von Moll, provided feedback and suggested changes on the requested modifications. The University is pleased to make changes which should allow more institutional flexibility.

Policy changes that the Vice President for Finance and Chief Financial Officer, Dwight Shelton, and the Controller's Office, have decided to implement will be effective for travel occurring on, or after, July 1, 2009. Updated policies will be available on the Controller's website on July 1<sup>st</sup>.

Training and feedback from the University community will be critical throughout the transition. In order to provide an executive summary of the changes, present the changes, address questions, and to receive feedback, two informational sessions will be held:

Session I: Torgersen 2150 – Wednesday, June 24<sup>th</sup>, 9:00 a.m. – 10:45 a.m.

Session II: Torgersen 3100 – Tuesday, July 7<sup>th</sup>, 11:00 a.m. – 12:30 p.m.

Pre-registration is not required for the two sessions listed above. If you are not able to attend one of these sessions please register for travel training in the Controller's Office. Travel training is offered on the third Wednesday of each month from 1:30 p.m. – 3:30 p.m. in the Controller's Office. For more information, or to register, e-mail [kiharve1@vt.edu](mailto:kiharve1@vt.edu).

If you have any additional questions or concerns with this announcement please contact Amy Morris, Accounts Payable Manager, at 231-8554, or Jason Sayre, Travel Supervisor at 231-8551.