

The Ledger

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Employment Relocation Agreement

The University may reimburse moving and relocation expenses in accordance with the Commonwealth of Virginia and Internal Revenue Service (IRS) policies and regulations.

Procedure 20345 Moving and Relocation Expenses provides a comprehensive description of the policies to be followed when relocating an employee. Relocating employees should be made aware of this procedure which is located on the Controller's Office webpage at https://controller.vt.edu/content/dam/controller_vt_edu/Procedures/Travel/20345.pdf.

An initial and critical step in the process is completing an Employment Relocation Agreement. The date of this signed agreement determines the initiation of the relocation process. Any expenses incurred prior to the agreement date will not be eligible for reimbursement. This is stated in the procedure and should be understood by all parties to avoid any financial hardship.

Graduate Assistant Tuition Remission Now Allowed on Unfunded Scholarship Funding

A recent change in the Code of Virginia now allows departments to charge tuition remission for a graduate assistant (GA) to unfunded scholarship funds (997xxx) and to operating funds. In the past, only tuition remission for graduate teaching assistant (GTA) and graduate research assistant (GRA) could be charged to these funds.

The edits have been changed in the Banner tuition remission system to allow tuition remission expenses for a graduate assistant on these funding sources.

Download Banner Transactions from Online Query Forms

The ability to download transactions directly from a banner online query screen is now available for three transaction detail forms. The forms include FGITRND (the operating ledger screen), FRIGTRD (the inception to date operating ledger screen), and FGIGLAC (the general ledger screen). Instructions to download transactions can be found at: https://controller.vt.edu/content/dam/controller_vt_edu/Procedures/GeneralAccounting/63011.pdf.

This is a quick and efficient way to download transactions for a specific fund for more detailed analysis or reporting using Excel or Access. For questions, please contact Stacy King at 231-8624 or kings@vt.edu.