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**A. PURPOSE**

The purpose of this procedure is to discuss exceptions to the meals and lodging rules as approved by the Commonwealth of Virginia and Old Dominion University

**B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)**

Individual travelers  
Budget Unit Directors  
Department of Procurement Services

**C. PROCESSING CYCLE**

Daily or upon need arising for business travel

**D. REQUIRED RESOURCE MATERIALS**

Pre-Approval Request online in Chrome River  
Expense Report online in Chrome River  
Hotel Zero Balance Receipt  
Misc. Receipts

**E. GOVERNING POLICIES AND PROCEDURES**

CAPP Section 20335 - most recent effective date  
University Policies #1051 Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses  
Office of Finance Policies and Procedures

**F. CROSS REFERENCE TO OTHER PROCEDURES**

erials  
Chrome River Training Guide  
Office of Finance Procedure 6-705, Lodging/Accommodation Guidelines

**G. OTHER ODU OFFICES IMPACTED**

Accounts Payable





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PROCEDURES AND PRACTICES MANUAL

TITLE: Exceptions to the Meals and Lodging Guidelines

Proc #: 6-707

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**Approvals exceeding 100% over the guidelines**

General Accounting) may grant exceptions for expenses exceeding 100% over the guidelines.

Such approvals must be requested and granted *prior* to the travel, and the approved request must be attached to the voucher for reimbursement.

Requests for such exceptions must include sufficient documentation showing alternative cost comparisons that justify the exception. *The cost comparison must include the name and complete address of the hotels, including*

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less expensive alternative to hotel/motel lodging in some cases, the safety of travelers is a concern.

**Records Retention:**

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be

**Contacts:**

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel SuperviW\*nt2 0 612 792 reW\*nBT/F1 10.98 Tf1