

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: General Travel & Travel Planning Information

Proc. #: 6-700

Office of Finance Procedure 6-707, Exceptions to the Meal & Lodging Guidelines
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

General Travel and Travel Planning Information:

The Office of Finance is responsible for ensuring that all travel expense reimbursements for the University are processed in accordance with all relevant Commonwealth and University policies and procedures, Internal Revenue Service regulations, and Virginia state code regulations.

The Commonwealth of Virginia and University policy provide specific guidelines for documenting reasonable and necessary travel expenses incurred while an employee is traveling on official University business that must be met in order for these travel expenses to be reimbursed.

To be reimbursed – travel expenses must be –

Reasonable and Necessary
Incurred while on Official University business

Employees who travel must be mindful that travel expense reimbursements are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence and necessity are of primary concern. **The use of State funds to accommodate personal comfort, convenience, and taste is specifically not permitted.**

It is the policy of Old Dominion University to limit travel costs to only those expenses that are necessary for providing essential services, and travelers must seek ways to reduce the cost of essential travel.

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Justification for Excess Lodging

Conference hotel

No other hotel rooms available within reasonable distance

Conference hotel booked

Other (provide explanation)

9. Pre- Approval Requests submitted in Chrome River will be automatically routed to the responsible person (supervisor, Budget Unit Director and Provost/designee, if applicable) to approve the report electronically. Pre-Approval Requests are only required for international travel.
10. For all official State business-related travel, the Agency Head or designee (the Budget Unit Director) is authorized to approve the excess lodging rate up to 100% over the allowable rate after the trip when the excess cost is justified. The Assistant Vice President for Finance/University Controller will review the excess lodging justification, if the hotel rate is more than 100% above the allowable guidelines.
11. Budget unit directors are responsible for ensuring travelers understand their responsibilities for making a good faith effort to secure lodging within the published guidelines before requesting exceptions.
12. Only the Commonwealth of Virginia Comptroller's designee (Director of 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 Expense Report submitted 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 the zip code used for the cost comparison.*

Failure to attach this cost comparison will result in the form being returned without action.

Requests for expenses exceeding 100% over the guidelines must be reviewed, evaluated, and approved by the Office of Finance prior to sending to DOA. The Office of Finance is responsible for sending these requests to DOA.

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Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.