

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: M&IE Per Diem and Lodging Guidelines

Proc #: 6-706

A. PURPOSE

The purpose of this procedure is to provide reimbursable meal and lodging limits and other associated guidance for Old Dominion University employees.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Estimated Cost of Proposed Travel Form - online
Travel Expense Reimbursement Form – online
Business Related Meal Expense Statement - online
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations” - most recent effective date
University Policies #1051, 1052 and 1054 combined
Internal Revenue Code Sections Governing Business Expenses
ODU Training Materials

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”

G. OTHER ODU OFFICES IMPACTED

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 03/20/09

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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:

1. The guideline tables in this procedure/practice provide the daily M&IE (meals and incidental expenses) per diems and the maximum amount for one (1) night of lodging including taxes and tips.
2. Standard amounts are provided for both in-state and out-of-state destinations. The appropriate rate is determined by the physical location of the hotel and not the mailing address.
3. Additional guidelines are provided for selected cities. The **standard** guidelines apply to any city **not** listed.
4. If the *physical address* of the hotel is not a city shown on the lodging guidelines chart, but the hotel *is located* within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.
5. Agency management is ultimately responsible for ensuring that travel reimbursements are appropriate and reasonable.
6. The guidelines do not supersede lower guidelines established by budget unit directors based on budgetary constraints or travel circumstances.
7. The maximum allowable lodging guidelines must be applied consistently to all travelers, including board or commission members.
8. If an agency head (or designee) determines that circumstances justify reimbursement in excess of the maximum guidelines – please refer to Proc #6-
nnn “Exceptions to the Meals and Lodging Guidelines” for information on how to request an exception.
9. **Original Hotel Receipts** - Old Dominion University requires the original hotel receipts for all lodging expenses. Submit the original, zero-balance, itemized hotel bill obtained at time of checkout, and other supporting receipts for lodging expense, with the travel voucher. Provide the method of payment, and

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if payment was made with a credit card, provide the type of card and the last 4 digits of the card. Explain fully any unusual charges.

- 10. International travel destinations** may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.
- 11. Rates for cities and countries outside the 48 contiguous states** can be found at the web address: http://aoprals.state.gov/web920/per_diem.asp. If a specific city is not listed, use the "Other" rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.
- 12.** For all International Travel - printouts of appropriate per diem rates for the time of travel must be attached to the travel voucher for reimbursement.
- 13.** For all International Travel - each receipt must be converted to U.S. dollars and English – tape the receipt to an 8 ½ X 11 sheet of paper and write the conversion information next to the appropriate receipt.
- 14.** For all International Travel - you **MUST** submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use. An easy-to-use site for currency conversion is: <http://www.xe.com/ucc/>
- 15.** Lodging expenses will be reimbursed only through the use of a Travel Expense Reimbursement Voucher.

Records Retention:

Original travel documentation should be maintained along with the associated travel expense reimbursement vouchers in the Office of Finance agency file for three years.

Contacts:

For questions regarding this procedure and/or practice contact the Disbursements – Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-nnnn.

For problems, complaints or to request an exception contact the Assistant Controller for Disbursements at 683-4262 or the University Controller at 683-4983.