

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Non-Reimbursable Expenses

Proc #: 6-716

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**A. PURPOSE**

The purpose of this procedure is to provide information about expenses that will not be reimbursed to 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 – Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses  
Office of Finance Policies and Procedures

**F. CROSS REFERENCE TO OTHER PROCEDURES**

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

**G. OTHER ODU OFFICES IMPACTED**

Office of Finance – Accounts Payable

**H. INVOLVEMENT EXTERNAL TO ODU**

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APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

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REVISION DATE: 07/01/11

PAGE NO: 1

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

**I. PROCEDURE:**

1. Lost or stolen articles
2. Alcoholic beverages
3. Damage to personal vehicles, clothing or other items
4. Services to gain entry to a locked vehicle
5. Movies charged to hotel rooms
6. All expenses related to the personal negligence of the traveler such as fines
7. Entertainment expenses
8. Towing charges
9. Expenses for children, spouses, and companions while on travel status
10. **Gratuities (tips)** are ***not reimbursable*** since they are included in the M&IE per diem. (Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, meal tips are reimbursable within the applicable meal rate. The meal plus tip may not exceed the M&IE rate for the referenced meal.)
11. **The above list is not all-inclusive.** Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

**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 Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-5020.