

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Non-Reimbursable Expenses

Proc #: 6-716

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, 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

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 03/20/09

PAGE NO: 1

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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, but should not exceed 15% of the cost of the meal. 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 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.