

OLD DOMINION UNIVERSITY
University Policies and Procedures

1050 - BUSINESS RELATED TRAVEL ALLOWANCE

Statement: With the approval of the President, a business related travel allowance may be authorized for the purpose of providing an alternative to the assignment of a state car or mileage reimbursement. Approval of a travel allowance will generally be based on the needs and interests of the University. Funds to support travel allowances shall be from non-State sources.

- (1) Travel allowances shall be approved on a case-by-case basis by the President and provided to authorized individuals monthly.
- (2) Travel allowances provided to authorized individuals will be reflected on the employee's W-2 form as "other income"; therefore, accurate business travel records should be maintained by the employee for tax purposes.
- (3) Travel allowances may be discontinued at any time at the discretion of the President.

Responsibility: President

Authorization: Joseph M. Marchello, President

Date: December 1, 1988