



OLD DOMINION UNIVERSITY

University Policy

Policy #1050

BUSINESS-RELATED TRAVEL ALLOWANCE

Responsible Oversight Executive: Vice President for Administration and Finance

Date of Current Revision or Creation: June 24, 2010

A. PURPOSE

The purpose of this policy is to provide an alternative to the assignment of a state car or mileage reimbursement to designated University employees while transacting official business on behalf of the institution.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

N/A

D. SCOPE

This policy applies only to employees designated by the President, in writing, who are authorized to use alternative transportation. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

E. POLICY 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.

Designated employees who receive a business-related travel allowance may not request additional mileage reimbursement using the Travel Expense Reimbursement Voucher.

F. PROCEDURES

1. Travel allowances shall be approved on a case-by-case basis by the President and provided to authorized individuals according to the University's payroll schedule.
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.

G. RESPONSIBLE OFFICER

President

H. RELATED INFORMATION

N/A

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer Signature

Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Policy Review Committee (PRC),
Chair Signature

October 27, 2009
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Robert L. Fenning
Responsible Oversight Executive Signature

June 21, 2010
Date

Presidential Approval:

/s/ John R. Broderick
President

June 24, 2010
Date

Policy Revision Dates: December 1, 1988; June 24, 2010

Scheduled Review Date: June 24, 2015