



OLD DOMINION UNIVERSITY

University Policy

Policy #1051 BUSINESS TRAVEL POLICY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: September 30, 2009

A. PURPOSE

This policy defines the requirements for payment or reimbursement of business travel expenses.

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.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of nonpayroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of nonpayroll disbursements to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

C. DEFINITIONS

Agency Head or Designee - The President has designated signature authority for pre-travel authorization of international travel to the Provost and Vice President for Academic Affairs. The President has designated signature authority for pre-travel authorization of excess lodging requests and excess business meal expenses to the University Controller.

D. SCOPE

This policy applies to all individuals who travel on behalf of the University or who are responsible for approving or processing travel expense payments or reimbursements.

E. POLICY STATEMENT

The Commonwealth of Virginia will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and

must be able to sustain the test of public review. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

Pre-travel planning shall be documented by completion of the Estimated Cost of Travel form for all trips involving an overnight stay or expected to exceed a total cost of \$500.

F. PROCEDURES

Policies and procedures relating to business travel are posted on the [Office of Finance Policies and Procedures Web site](#) .

G. RESPONSIBLE OFFICER

University Controller

H. RELATED INFORMATION

[Commonwealth Accounting Policies and Procedures \(CAPP\), Section 20335](#)