

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**1053 - CONVENTION AND CONFERENCES (ATTENDEE LIMIT)**

Statement: Attendance at (or sponsorship of) conventions and conferences should be given particular scrutiny by budget unit directors to ensure that the proposed travel or sponsorship meets the standard of necessity. No more than three employees of Old Dominion University shall be authorized to attend any single convention or conference that requires an overnight stay. Employees holding an executive office in the sponsoring organization or scheduled as presenters on the convention or conference program are exempt from this requirement. Exceptions to this policy may be granted only by the responsible Governor's Secretary upon presentation of justification by the agency head. Exception requests should be forwarded to the Vice President for Administration and Finance.

**Responsibility:** Budget Unit Directors

**Authorization:** Roseann Runte, President

**Date:** November 23, 1994; Revised August 22, 2003