

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

**1054 - SEMINARS, WORKSHOPS, OR TRAINING PROGRAMS**

Statement: Where a department determines that a seminar, workshop, or training program is essential to staff development for five or more employees, the department shall investigate the option of bringing the trainer to the site instead of authorizing employees to travel to an off-site location. The department shall document the cost of an on-site session and retain such documentation on file with the University's travel records (Travel Expense Reimbursement Vouchers). The department shall also explore the practicality of fulfilling the desired staff development goals through the use of audio and video teleconferencing where these options may be more cost-effective than alternative programs.

**Responsibility:** Budget Unit Directors

**Authorization:** James V. Koch, President

**Date:** November 23, 1994

**Effective Date:** December 1, 1994