A. PURPOSE

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

B. AUTHORITY

*Code of Virginia Section 23.1-1301, as amended*, grants authority to the Board of Visitors to make rules and policies concerning 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 Associate 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 Assistant Vice President for Finance/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.

F. PROCEDURES

Policies and procedures relating to business travel are posted on the Office of Finance Policies and Procedures website.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

Assistant Vice President for Finance/University Controller

I. RELATED INFORMATION

Commonwealth Accounting Policies and Procedures (CAPP), Section 20335
Office of Finance Filing Reimbursements Information
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Mary Deneen January 14, 2016
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks October 27, 2015
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage January 14, 2016
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance January 15, 2016
University Counsel Date

Presidential Approval:

/s/ John R. Broderick January 16, 2016
President Date

Policy Revision Dates: December 1, 1989; July 1, 1995; August 22, 2003; September 30, 2009; January 16, 2016

Scheduled Review Date: January 15, 2021