TITLE: M&IE Per Diem and Lodging Guidelines Proc #: 6-706

A. PURPOSE

The purpose of this procedure is to provide reimbursable meal and lodging limits and other associated guidance for Old Dominion University employees.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Accounts Payable

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Business Related Meal Expense Statement – Accounts Payable website
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – "Travel Regulations"
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
University Policies #1051 – Business Travel Policy
Accounts Payable Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, "Expenditures"
CAPP Topic # 20315, "Prompt Payment"
CAPP Topic # 20336, "Agency Travel Processing"
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide
Accounts Payable Procedure 6-707, Exceptions to the Meals and Lodging Guidelines

G. OTHER ODU OFFICES IMPACTED

University Departments

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

1. **For Areas within the Contiguous United States (GSA CONUS)** - The U.S. General Services Administration provides the daily M&IE (meals and incidental expenses) GSA CONUS per diem rates including taxes and tips, and the maximum amount for one (1) night of lodging for the 48 continental United States and District of Columbia. A maximum tip of 15% of the taxicab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses.

2. Standard amounts are provided for both in-state and out-of-state destinations. The appropriate rate is determined by the physical location of the hotel. The city and state where the hotel's located must be input when preparing an Expense Report in Chrome River. The system will automatically calculate the per diem rate based on the location input.

3. Additional guidelines are provided for selected cities. The **standard** guidelines apply to any city **not** listed.

4. If the *physical address* of the hotel is not a city shown on the lodging guidelines chart, but the hotel *is located* within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

5. Agency management is ultimately responsible for ensuring that travel reimbursements are appropriate and reasonable.

6. The guidelines do not supersede lower guidelines established by budget unit directors based on budgetary constraints or travel circumstances.

7. The maximum allowable lodging guidelines must be applied consistently to all travelers, including board or commission members.

8. If an agency head (or designee) determines that circumstances justify reimbursement in excess of the maximum guidelines – please refer to Proc #6-707 "Exceptions to the Meals and Lodging Guidelines" for information on how to request an exception.

9. **Original Hotel Receipts** - Old Dominion University requires the original hotel receipts for all lodging expenses be centrally maintained in a department file.

The original, zero-balance, itemized hotel bill obtained at time of checkout, and other supporting receipts for lodging expenses must be attached to the Expense Report. Use the Comments section to fully explain any unusual charges.

10. **Foreign Locations by Area - International travel destinations** may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the U.S. General Services Administration. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

    https://aoprals.state.gov/web920/per_diem.asp

11. **For Non-Foreign, Non-Contiguous U.S. Areas by Location (GSA OCONUS)** – The per diem rates for non-foreign, non-contiguous U.S. areas (including Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island and other non-foreign areas outside the continental United States) are established by the Department of Defense.

    If a specific city is not listed, use the "Other" rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.

    https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

12. For all International Travel - each receipt must be input using the foreign currency amount shown on the receipt. The Chrome River system will automatically convert the foreign currency amount to U.S. dollars based on the daily FX (exchange) rate. Also, the receipt must be converted to English.

13. Lodging expenses will be reimbursed only through the use of Chrome River's Expense Report for all employees, students, international travelers, non-employees, and visitors.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.