

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Non-Reimbursable Expenses

Proc #: 6-716

A. PURPOSE

The purpose of this procedure is to provide information about expenses that will not be reimbursed to 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
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”
ODU Training Materials
Chrome River Training Guide

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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:

The following expenses will NOT be reimbursed:

1. Lost or stolen articles
2. Alcoholic beverages
3. Damage to personal vehicles, clothing or other items
4. Services to gain entry to a locked vehicle
5. Movies charged to hotel rooms
6. Lodging at an Airbnb
7. All expenses related to the personal negligence of the traveler such as fines
8. Entertainment expenses
9. Travel Insurance (Personal injury or loss, trip interruption/cancellation, etc.)
10. Towing charges
11. Expenses for children, spouses, and companions while on travel status
12. **Gratuities (tips)** are ***not reimbursable*** since they are included in the M&IE per diem, except for taxi or shuttle services. A maximum tip of 15% of the taxi cab or shuttle fare is reimbursable as a transportation cost that is separate from M&IE per diem. (When actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, meal tips are reimbursable within the applicable meal rate. The meal plus tip may not exceed the M&IE rate for the referenced meal.)

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13. The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

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.