

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Other/Miscellaneous Expenses

Proc #: 6-715

A. PURPOSE

The purpose of this procedure is to provide information on expenses that do not fall neatly into other descriptive categories but are reimbursable unless otherwise noted.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

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 – online – Office of Finance website
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations” - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures
University Policy #3310, Allowance for Usage of Personal Mobile Devices and Wireless Services for University Business

F. CROSS REFERENCE TO OTHERS

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

REVISED 4/2018

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G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. **Taxes and surcharges** paid by the traveler for lodging are reimbursable.
2. **Parking and Tolls** are reimbursable when paid for by the traveler in the course of conducting official State business. If the reimbursement claim exceeds \$75, a receipt is required. In all cases, the name of the facility (bridge, tunnel or turnpike) as well as the names and reasons for inclusion of a charge for passengers, where applicable, must be included in the Comments section when preparing an Expense Report.
3. **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 the M&IE per diem. When actual meal costs are reimbursed under the non-travel related meal reimbursement policy (business meals), meal tips are reimbursable within the applicable meal rate. The meal plus tip may not exceed the allowable meal per diem for the specified meal.
4. **Business Travel and Vacation Leave** may be combined if prior approval is obtained from the Agency Head.
 - Reimbursable transportation and accommodation expenses will correspond with a roundtrip to the designated area of official business.
 - Reimbursement will be appropriate only for the time during which official business is conducted.
 - If the traveler leaves the designated area after business is conducted, there will be no reimbursement from that moment on, except for those expenses relating to the second half of the roundtrip.
 - If the employee would normally be expected to remain in the area of official business overnight and return the following morning, hotel

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expenses for that night and prorated expenses for a return travel day are reimbursable.

- The State will not be responsible for any expenses related to accident or injury while the employee is not on official business.

5. Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, and Facsimiles made for official business purposes and paid for by the traveler may be claimed on the Expense Report. A full

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Funeral attendance expenses are reimbursable for one (1) employee selected by the Agency Head to represent the agency, provided the employee must travel outside of his/her official station. No reimbursement shall be made if the services are held within the employee's official station.

8. Private or Chartered Plane Travel