

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE:

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TITLE: Meals - Student Academic & Student Club Functions

Proc #: 6-775

OLD DOMINION UNIVERSITY
DEPARTMENTAL
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- c. **The *original itemized receipt* (REQUIRED).** All original receipts and supporting documentation must be centrally maintained in a department file. Failure to provide an itemized receipt may result in your reimbursement being denied OR the reimbursement being added to your taxable income.
- d. List the names of all persons involved in the meal and the reason for the meal on the **Business Related Meal Expense Form**. If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation for additional meals, if necessary (i.e., coverage of walk-ins).

NOTE: For Student Academic function meals where a listing is impractical to provide, a written explanation to that effect must be submitted with the Business Related Meal Expense Form. All other required information should be completed on the Business Related Meal Expense Form.

- e. Meal expenses for Student Academic Functions are reimbursed for *actual expenses up to the amount shown for the applicable meal based on the GSA CONUS or OCONUS rate*, excluding the incidental allowance.

Agency Heads or their designee (the Budget Unit Director or the Ass

OLD DOMINION UNIVERSITY
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FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

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Proc #: 6-775

- d. Location - Provide complete address including city and state where the meal was taken. The location determines the reimbursement rate and whether an ARAMARK waiver may be required.
- e. Meal taken (breakfast, lunch, dinner)
- f. Attendees list to include name, agency/company, and title of each person. (See note above under 1d.)
- g. Description of business discussed (purpose of the meal)
- h. Benefits to the University you must provide a description of the benefit to the University.

Failure to provide sufficient details will result in the meal being reported as income.

- i. **Certification Statement** -- by signing this form, the individual certifies that the meal expenses claimed on the form are Student Academic Function-related, that they involved substantive and bona fide contributions to the academic mission of the University, and that the function provided benefits to the University. The employee's signature, title, and date are **required**.
3. Failure to attach the **Business Related Meal Expense Form** OR provide a description of the business discussed and the benefits to the University in the comments section will delay processing and the Expense Report will be returned for correction.

B. Student Organization (Club) Functions:

The Office of Leadership and Student Involvement provides students with opportunities for involvement and support for student life and academic excellence through educational and social programming, resources and information, training and advisement.

Leadership opportunities available for students include programs, retreats and other services and publications. Other services and publications are aimed at assisting students and organizations in the exploration and refinement of their leadership abilities, and preparation to become active citizens in the community.

Participation in these programs offers students involvement in campus activities tions are

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Meals - Student Academic & Student Club Functions

Proc #: 6-775

- Diversity Lab

- Town Hall Meetings
- Student Leader Award Programs
- Summer Student Leader Retreat
- Freshman Summer Institute (FSI)
- LeaderShape Institute Scholarships
- Omicron Delta Kappa - Leadership Honor Society
- Leadership Lecture Series
- Fast Facts for Leaders
- Leadership Library

The Office of Leadership and Student Involvement is also responsible for the management of close to 200 student organizations (clubs) and is responsible for directly advising several major campus organizations. Included in the student organization group are honorary, political, professional, religious, service, governing, and special interest groups which are designed to help students develop their leadership and interpersonal skills. Organizations that are directly advised by the Office of Leadership and Student Involvement staff include the campus radio station (WODU). In addition, they advise the Student Activities Council, the student programming board, the Student Government Association, the governing body for all students, and Class Councils.

The following rules ap

1. Must follow Purchase of Catering Services Procedure #11-005 to cater any event with a cost expecting to exceed \$50.
2. Food and beverages may be provided at student functions that are approved through the recognized student umbrella organization.
3. The scheduled events are for the benefit of current and prospective students. A workshop is conducted by the Office of Leadership and Student Involvement Director or her/his designee to acquaint fiscal officers of the student umbrella organizations with the level of funding that has been approved, budget restrictions they must follow, procedures for procurement, expenditure of funds guidelines, and collection and deposit of revenues.
4. The Director of the Office of Leadership and Student Involvement is responsible for ensuring compliance with all applicable rules and regulations governing expenditures of funds including, but not limited to, all requirements discussed in this procedure

OLD DOMINION UNIVERSITY
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5. Meal reimbursements and/or expenditures MUST:
 - a. Include the approval from the Agency Head or designee, normally the budget unit director.
 - b. Involve substantive and bona fide contributions to the academic mission of the University in accordance with the Office of Leadership and Student Involvement . You must provide specific details about the benefits to the University **REQUIRED. Failure to provide sufficient detail will result in the meal being reported as income.**

OLD DOMINION UNIVERSITY
DEPARTMENTAL
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University in the comments section will delay processing and the Expense Report will be returned for correction.

- C. Should this policy conflict with Commonwealth Accounting Policies and Procedures or other University policy, the Assistant Vice President for Finance/University Controller will serve as the final authority.

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 Records Management Program.

Contacts:

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