
A. PURPOSE

The purpose of this procedure is to discuss exceptions to the meals and lodging rules as approved by the Commonwealth of Virginia and Old Dominion University

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Department of Procurement Services

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
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 - most recent effective date
University Policies #1051 Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

Materials
Chrome River Training Guide
Office of Finance Procedure 6-705, Lodging/Accommodation Guidelines

G. OTHER ODU OFFICES IMPACTED

Accounts Payable

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Approvals exceeding 100% over the guidelines

General Accounting) may grant exceptions for expenses exceeding 100% over the guidelines.

Such approvals must be requested and granted *prior* to the travel, and the approved request must be attached to the voucher for reimbursement.

Requests for such exceptions must include sufficient documentation showing alternative cost comparisons that justify the exception. *The cost comparison must include the name and complete address of the hotels, including*

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less expensive alternative to hotel/motel lodging in some cases, the safety of travelers is a concern.

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

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel SuperviW*nt2 0 612 792 reW*nBT/F1 10.98 Tf1