Policy #1050 BUSINESS-RELATED TRAVEL ALLOWANCE

Responsible Oversight Executive: Vice President for Administration and Finance

Date of Current Revision or Creation: October 29, 2021

A. PURPOSE

The purpose of this policy is to provide an alternative to the assignment of a state car or mileage reimbursement to designated University employees while transacting official business on behalf of the institution.

B. AUTHORITY

<u>Code of Virginia Section 23.1-1301</u>, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the <u>Board of Visitors Bylaws</u> grants authority to the President to implement the policies and procedures of the Board relating to university operations.

C. DEFINITIONS

N/A

D. SCOPE

This policy applies only to employees designated by the President, in writing, who are authorized to use alternative transportation. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

E. POLICY STATEMENT

With the approval of the President, a business-related travel allowance may be authorized for the purpose of providing an alternative to the assignment of a state car or mileage reimbursement. Approval of a travel allowance will generally be based on the needs and interests of the University.

Designated employees who receive a business-related travel allowance may not request additional mileage reimbursement using the Chrome River Travel Management System.

F. PROCEDURES

- 1. Travel allowances shall be approved on a case-by-case basis by the President and provided to authorized individuals according to the University's payroll schedule.
- 2. Travel allowances provided to authorized individuals will be reflected on the employee's W-2 form as "other income;" therefore, accurate business travel records should be maintained by the employee for tax purposes.
- 3. Travel allowances may be discontinued at any time at the discretion of the President.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the <u>Commonwealth's</u> <u>Records Retention Schedules</u>.

H. RESPONSIBLE OFFICER

Assistant Vice President for Finance/University Controller

I. RELATED INFORMATION

N/A

POLICY HISTORY ******************** Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed: /s/ Mary C. Deneen September 28, 2021 Responsible Officer Date Policy Review Committee (PRC) Approval to Proceed: /s/ Donna W. Meeks September 28, 2021 Chair, Policy Review Committee (PRC) Date **Executive Policy Review Committee (EPRC) Approval to Proceed:** /s/ Gregory DuBois October 1, 2021 Responsible Oversight Executive Date **University Counsel Approval to Proceed:** /s/ Allen T. Wilson October 7, 2021 **University Counsel** Date **Presidential Approval:** October 29, 2021 /s/ Brian O. Hemphill President Date December 1, 1988; June 24, 2010; August 11, 2017; **Policy Revision Dates:** October 15, 2020; October 29, 2021 **Scheduled Review Date:** October 29, 2026