



OLD DOMINION UNIVERSITY

University Policy

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

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) 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 [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Assistant Vice President for Finance/University Controller

I. RELATED INFORMATION

N/A

