



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #1051

### BUSINESS TRAVEL REIMBURSEMENT POLICY

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** October 29, 2021

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#### A. PURPOSE

This policy defines the requirements for reimbursement of business travel expenses.

#### 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.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of nonpayroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of nonpayroll disbursements to Old Dominion University as part of a program to grant relief from rules, regulations, and reporting requirements in the areas of finance and accounting.

#### C. DEFINITIONS

Agency Head or Designee - The President has designated signature authority for pre-travel authorization of international travel to the Associate Vice President for Academic Affairs. The President has designated signature authority for pre-travel authorization of excess lodging requests and excess business meal expenses to the Assistant Vice President for Finance/University Controller.

#### D. SCOPE

This policy applies to all individuals who travel on behalf of the University or who are responsible for approving or processing travel expense payments or reimbursements.

#### E. POLICY STATEMENT

The Commonwealth of Virginia will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy,

prudence, and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

**F. PROCEDURES**

Policies and procedures relating to business travel are posted on the [Office of Finance Policies and Procedures website](#).

**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**

[Commonwealth Accounting Policies and Procedures \(CAPP\), Section 20335](#)  
[University Policy 1007 – University Travel Risk Management Policy](#)  
[Office of Finance Filing Reimbursements Information](#)

