

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Lodging/Accommodation Guidelines

Proc #: 6-705

A. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

The purpose of this procedure is to outline lodging/accommodation guidelines 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

– online in Chrome River
Expense Report – online in Chrome River
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

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

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, ~~Expenditures~~+
CAPP Topic # 20315, ~~Prompt Payment~~+
CAPP Topic # 20336, ~~Agency Travel Processing~~+
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide
Office of Finance procedure 6-706, M&IE Per Diem and Lodging Guidelines
Office of Finance procedure 6-707, Exceptions to Meal & Lodging Guidelines
Office of Finance Procedure 6-714, Travel Outside the United States

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 04/15/09

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G. OTHER ODU OFFICES IMPACTED

Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

1. Government rates must be requested by all travelers and confirmed at the time the reservations are made and during check-in.
2. Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station.
3. Lodging expenses vary depending on the location, but all expenditures must be necessary and reasonable. First preference shall be given to selecting lodging in the economy class.
4. Travelers may use Cruise Ventures, Inc. (CI Travel) or any other travel agency, or use the GSA CONUS and OCONUS per diems to identify lodging establishments offering rates within the current guidelines when making travel arrangements.

REMEMBER: Out of Country/International Travel requires pre-approval. Please refer to 6-714 Travel Outside the United States for additional information.

5. Supporting receipts and **original** itemized hotel bills with a balance due of zero must be centrally maintained in a department file. Copies of the receipts must be attached to the Expense Report submitted in Chrome River to request reimbursement of lodging expenses. *Any unusual charges must be fully explained in the Comments section.*

The itemized hotel bill must show that payment was made. ***Lodging charges must be listed daily on the Expense Report, not summarized.***

6. Since hotels charge for non-cancelled reservations, changes in travel plans must be communicated to the hotel or travel agent, if applicable.

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Cancellation charges will **not** be reimbursed if the traveler has been negligent in canceling reservations.

7. Travelers will cover the additional expenses personally if the trip is not planned with careful consideration of the travel guidelines. In such cases, taxes and surcharges will be prorated and reimbursed only for the allowable rate.

8.

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attached to the Expense Report when submitted. If this amount exceeds the allowable guidelines, justification for the excess lodging rate must be recorded in the Comments section of the Expense Report.

Justification for Excess Lodging

- conference hotel
- no other hotel rooms available within reasonable distance
- conference hotel booked
- Other (provide explanation)

Approval will be granted to reimburse for standard rooms procured at a conference hotel if the hotel rate is more than 100% above the allowable guidelines. The amount that exceeds 100% of the allowable guidelines must be charged to a discretionary budget.

When the Expense Report is submitted in Chrome River, it will automatically be routed to the BUD and the Director of Procurement Services for excess

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include: name of traveler, dates, purpose of travel, and the Pre-Approval request number, if applicable. Direct agency billing must be supported by a purchase order, or may be submitted on an Authorization for Purchase form if paying a government agency or if less than \$500. Those employees who do not have the Corporate Travel Card should generally use this process.

- 19. Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.**

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 University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.