

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Reimbursable Meal Limits

Proc #: 6-708

A. PURPOSE

The purpose of this guideline is to provide the reimbursable meal limits for Old Dominion University employees.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Accounts Payable

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
Business Related Meal Expense Statement – Accounts Payable website
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations”
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Accounts Payable Policies and Procedures

APPROVED BY: Melissa Snowden

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related to overnight travel. This includes situations where one traveler purchases and claims reimbursement for the meals of another person on official business. A receipt is required for meal expenses of \$75 or over.

10. If you are reimbursed for meal amounts that exceed the published per diem rate, the amount that your meal reimbursement exceeds the per diem will be reported as taxable income, per IRS ruling.
11. The Department of Accounts monitors agency travel expenditures to ensure that exceptions appear reasonable and appropriate. If expenditures are found to be excessive, the Expense Report will be returned for correction to reduce the amount.
12. For Areas within the Contiguous United States (GSA CONUS) - The U.S. General Services Administration provides the daily M&IE (meals and incidental expenses) GSA CONUS per diem rates including taxes and tips, and the maximum amount for one (1) night of lodging for the 48 continental United States and District of Columbia. A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses.

<http://www.gsa.gov/portal/content/104877>

13. Foreign Locations by Area - Foreign travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the US General Services Administration. *Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States.* The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

https://aoprals.state.gov/web920/per_diem.asp

14. For Non-Foreign, Non-Contiguous U.S. Areas by Location (GSA OCONUS) - GSA OCONUS rates for cities and countries outside the 48 contiguous states can be found at the web address below. If a specific city is not listed, use the "Other" rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.

<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

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15. For All International Travel - Each receipt must be input using the foreign currency amount shown on the receipt. The Chrome Ris0.002 E4 rome Ris0.002 E4 roEa

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