

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Non-Reimbursable Expenses

Proc #: 6-716

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G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

The following expenses will NOT be reimbursed:

1. Lost or stolen articles
2. Alcoholic beverages
3. Damage to personal vehicles, clothing or other items
4. Services to gain entry to a locked vehicle
5. Movies charged to hotel rooms
6. All expenses related to the personal negligence of the traveler such as fines
7. Entertainment expenses
8. Travel Insurance (Personal injury or loss, trip interruption/cancellation, etc.)
9. Towing charges
10. Expenses for children, spouses, and companions while on travel status
11. **Gratuities (tips)** are **not reimbursable** since they are included in the M&IE per diem, except for taxi or shuttle services. A maximum tip of 15% of the taxi cab or shuttle fare is reimbursable as a transportation cost that is separate from M&IE per diem. (When actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, meal tips are reimbursable within the applicable meal rate. The meal plus tip may not exceed the M&IE rate for the referenced meal.)

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12. The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

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.