

# **OLD DOMINION UNIVERSITY**

## **University Policy**

**Policy #1050**  
**BUSINESS-RELATED TRAVEL**

## 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

**POLICY HISTORY**

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**Policy Formulation Committee (PFC) & Responsible Officer**