

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Meals (overnight)

Proc #: 6-709

A. PURPOSE

The purpose of this procedure is to outline the reimbursement guidelines for overnight meals. Meal expenses are reimbursable only for **overnight** official business travel outside the traveler's official station. Exceptions to this rule are discussed in procedure 6-710 (Meals – Non-Travel Related) and in procedure 6-707 (Exceptions to the Meals and Lodging Guidelines).

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

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
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 Procedures

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 6-707, Exceptions to the Meals & Lodging Guidelines
Office of Finance Procedure 6-710, Meals (Non-Travel Related)

APPROVED BY: Melissa Snowden

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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:

1. Meals and certain other incidental travel expenses are reimbursable only for **overnight** official business travel outside the traveler's official station.
2. Reimbursement for such expenses (including all related taxes and tips) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as the **meals and incidental expense (M&IE) per diem**.
3. Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, **is not permitted**.
4. **M&IE Per Diem** - The M&IE per diem shall be paid directly to the traveler, even where it can be shown that one traveler incurred the expenses on behalf of another.
5. The M&IE per diem used shall correspond to the location of the related overnight lodging.
6. The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.

The city and state where the hotel is located must be input when preparing an Expense Report in Chrome River. The system will automatically calculate the per diem rate based on the location input.

7. **Prorating the M&IE Per Diem** - On a travel departure or return day, 75% of the per diem is allowable based upon where the night was spent as follows:
 - a. Departure Day: where you spend the night
 - b. Return Day: where you spent the night *before* returning to home base.

8. No cost meals –

- a. When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the

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incidental allowance. Meals included with the registration or lodging expense as part of a package plan must be deducted from the reimbursable per diem by selecting the specified meal that was provided by the sponsor. Any meal displayed in the meal breakout that is checked will be excluded from the total per diem amount reimbursed.

- b. When meals are provided at no cost in conjunction with travel events on a **travel departure or return day**, the full **Meal per diem** is reduced by the full amount of the appropriate meal (or meals) *followed by a 75% prorating of the balance. For example, if the M&IE rate allows a \$46 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$26.25 [(\$46 - \$11 lunch) x .75].*

When preparing an Expense Report in Chrome River any meals provided must be deducted from the reimbursable per diem by selecting the specified meal to be excluded, and selecting travel day.

- c. *When meals are included with the registration or lodging expense as part of a package, the specified meals provided (breakfast, lunch, dinner) must be selected when preparing the Expense Report in Chrome River so the meal can be excluded from the reimbursable amount.* If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, *the traveler must reduce the per diem by the appropriate allowance amount.* If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must attach a note or other supporting documentation to the Expense Report.

9. Meal expenses not involving an overnight stay are generally not reimbursable. Exceptions are noted in procedure 6-710 (Meals - Non-Travel Related) that covers *Business Meals* and *Overtime Meals*.

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.

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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.