

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Non-Reimbursable Expenses

Proc #: 6-716

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**A. PURPOSE**

The purpose of this procedure is to provide information about expenses that will not be reimbursed to employees.

**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  
Business Related Meal Expense Statement – online – Office of Finance website  
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 Procedures

**F. CROSS REFERENCE TO OTHER PROCEDURES**

CAPP Topic # 20310, “Expenditures”  
CAPP Topic # 20315, “Prompt Payment”  
CAPP Topic # 20336, “Agency Travel Processing”  
ODU Training Materials  
Chrome River Training Guide

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APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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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.