

Purpose

The purpose of this policy is to define terms and establish authority regarding travel, travel related activities, card use and reimbursement.

Authority, Responsibility, and Duties

The University Purchasing Department shall administer the travel program.

1. President
 - Authorize request for direct reports
 - Authorize travel outside the U.S.A.
 - Authorize all lodging and mileage exceptions
 - Authorize and approve multiple attendees to the same event

2. Vice President
 - Authorize any seminar, workshop or training program requirements.
 - Review and approve all travel requests (exceptions listed above)
 - Identify funding and provide written justification to support excess charges
 - Review and recommend for approval for travel outside the U.S.A.
 - Review and recommend for approval travel supplements

3. Purchasing Director
 - Responsible for the implementation of this policy
 - Disseminate information
 - Conduct training
 - Secure and administer travel card program
 - Audit and approve travel supplements

4. University Controller
 - Administer the travel reimbursement program
 - Authorize reimbursements
 - Maintain travel reimbursement documentation under the DOA delegated authority provisions

5. Traveler
 - Travel using the most efficient and cost effective manner
 - Submit travel authorization minimum 14 days prior to travel
 - Submit travel reimbursement timely upon return from travel
 - Maintain documentation/receipts for submission with travel reimbursement
 - Pay travel charge card bill upon receipt
 - Notify Program Administrator of departure from agency

6. Account Manager
 - Administer any seminar, workshop or training program requirements.
 - Recommend most effective outcome to their respective Vice President
 - Manage /reconcile expenditures charged to their respective fund/accounts
 - Notify Program Administrator employee departure

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7. Human Resources

Review and approve travel authorizations for Title III funded training through Workplace Efficiency Program.
Provide monthly termination list

Definitions

1. Agency: Virginia State University
2. Account Manager: Individual identified as the responsible person for the fund to which travel is charged.
3. Internal and External Controls: Processes and procedures used to ensure that travel reimbursement is in compliance with State guidelines and procedures.
4. Travel Authorization Form: Document used to request fund and approval for all university travel.
5. Travel Reimbursement Form: Document used to request reimbursement for approved university travel.
6. Traveler: Individual traveling on official agency business.

Policy Statements

Virginia State University shall adhere to the policies and procedures as outlined by the Department of Accounts in the Commonwealth Policy and Procedures (CAPP) Manual.

1. Seminars, Workshop or Training Programs for multiple employees
 - a. To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be submitted in a single package and approved in advance by the Agency Head or designee. This includes travel of presenters as well as attendees. For international travel, such approval must be obtained from the responsible Cabinet Secretary. These provisions apply to daily as well as overnight travel.
 - b. In selecting locations for meetings, agencies shall give first preference to State-owned facilities. For meetings of policy, advisory, or supervisor boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.
2. Convention and Conferences (attendee limit)
 - a. Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on-site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio and video teleconferencing where these options may be more cost-effective.

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- b. In planning for an agency-sponsored conference, the Lodging and M&IE guidelines in these regulations should be used as a measure of reasonableness. Agencies should be prudent in selecting the most cost beneficial option available to the Commonwealth. Agencies should follow the Department of General Services, Division of Purchases and Supply guidelines. Procurement requests must justify any costs in excess of the guidelines based on the overall conference procurement costs (i.e., free room space or other no or low-cost amenities needed for meetings).

3. Travel Card

The travel charge card program is a means for University employees (employees who travel overnight at least twice per year are eligible for cards) to charge reimbursable travel and related expenses while on official State business. The cardholder is responsible for all charges incurred and for the prompt payment of the monthly bill. Employees are to use the card for valid travel related expenses and submit proper documentation for reimbursement.

a. Limitations on Card Usage

- i. Use of the travel card for cash advances and/or personal expenses is strictly prohibited.
- ii. The travel card may be used for securing travel via air/rail fare. The University may pay directly for University-related air/rail fare as an alternative to the employee having to assume this expense because of the lead-time between ordering tickets and actual travel date.
- iii. During University related travel, the card is authorized for lodging, meals, vehicle rental, parking and tolls. Note: Reimbursement will be provided after completion of travel.
- iv. If a traveler purchases his/her own ticket via the Internet or with an agent, they shall keep their boarding pass as proof of payment. Priceline[®], Expedia[®], Orbitz[®], and Travelocity[®] are the only Internet providers suggested by the Commonwealth for use in securing prices.

b. Reimbursement Process

Prior to a trip, all anticipated expenses should be listed on a Request for Travel Authorization form (Exhibit #1). After all approvals have been secured, this form should be forwarded to the Purchasing Office for processing. Charges placed against the card without a properly approved Travel Authorization may not be honored by the University.

Travel Accountant 804-524-5267

c. Payment Obligation

The travel card is issued in the employee's name. The University is not liable in the event of non-payment of charges by the employee. Virginia State University requires card holders to make payment in full by 15th of each month.

- i. Accounts that are thirty-one (31) days delinquent shall be posted and distributed to cardholder and the associated Vice President.
- ii. Accounts that are forty-five (45) days delinquent shall be suspended until paid in full.
- iii. Accounts that are sixty-one (61) days delinquent shall be permanently cancelled and Virginia State University shall deduct the balance from employee's payroll. Upon termination of an employee, any delinquent amounts shall be deducted from leave balance check.

d. Lost or Stolen Cards

If the travel card is lost or stolen, the cardholder must report the loss to the card company and the Program Administrator immediately upon discovery. The Program Administrator shall secure a replacement upon written request from the cardholder. A replacement card will be mailed by the card company within 1-2

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business days to the Program Administrator. Upon prompt notification to the card company, the cardholder may have no liability for charges made after a card has been reported lost or stolen. This determination is made by the card provider. The agency has no responsibility for lost or stolen cards.

Bank of America	888-449-2273
Program Administrator	804-524-6993

e. Improper Usage

1) Improper use of the travel card includes, but is not limited to:

- i. Personal purchases not incidental to a business purpose, such as memberships, registration fees, movies, utility bills, home and garden supplies, alcoholic beverages, towing services, etc. The travel card must not be used to circumvent the procurement procedures of the University or the Commonwealth of Virginia.
- ii. Agency use purchases of goods or services - examples of improper use of the card are office supplies, copying, gifts, conference materials (i.e., cups and mugs w/logo, business attire, books, umbrella, etc.). The Travel Charge Card should not be used to replace the Small Purchase Charge Card.

2) Improper usage will result in the following measures:

- i. First violation: Notice to the cardholder and supervisor outlining the violation.
- ii. Second violation: Report of the incident to the Cardholder's Division Manager/Department Head, Internal Audit Department and appropriate Vice President.
- iii. Third violation: Closing of the account, in which case the administrator will notify the cardholder's supervisor and the associated Vice President who will be responsible to ensure the full payment of the account balance is made and collecting the travel card. Disciplinary action including, but not limited to, possible termination of employment may also result.

f. Card Termination

The card shall be terminated under any of the following conditions;

- i. Failure to pay the bill in full by the due date (Exhibit #2).
- ii. Cardholder is no longer employed by the University.
- iii. Employee on leave of absence from the University.
- iv. Consistent delinquent payment or returned check history.
- v. Consistent pattern of non-compliance.
- vi. Inactivity for more than nine months.

It is the responsibility of the Program Administrator to retrieve the travel cards from employees at the termination or card revocation and destroy the card (preferably in the employee's presence). The Program Administrator will complete the necessary steps to close the account immediately upon termination or cancellation.

4. Travel Authorization and Reimbursement

The University shall reimburse individuals traveling on official State business for reasonable and necessary expenses incurred in accordance with the published Commonwealth of Virginia per diem rates. View current rates at http://www.doa.virginia.gov/Admin_Services/cAPP/CAPP_Topics/20335.pdf

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a. State funded

The traveler must submit a completed signed and dated "Travel Reimbursement Voucher" **with original receipts and a copy of the "TA** to their immediate supervisor within thirty (30) working days after returning from the trip. Be sure to check the applicable "personal vehicle use statement" and State Employee section(s). The signature certifies all information is accurate and legitimate.

The supervisor's signature is required on all reimbursements and certifies that all information is accurate. The supervisor must sign within three (3) days of the traveler's signature.

All travel shall be reimbursed using Electronic Data Interchange – Direct Deposit (EDI). EDI forms must be submitted prior to processing the reimbursement voucher. This is separate from payroll direct deposit.

Hotel charges for non-cancelled reservations will not be reimbursed, if the traveler is negligent in canceling reservations. Original hotel bills must be submitted with the Travel Reimbursement Voucher (Exhibit #3), and must be itemized daily and show a zero balance. Hotel bills must also include the traveler's name and dates of stay.

When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience and taste is not permitted. Reimbursement is limited to actual expenses incurred up to the per diem amounts plus taxes and surcharges, if applicable. Following are the lodging, meals & incidentals, and transportation per diem rates (Exhibit #4). Contact the University Travel Coordinator for current per diem rates or questions regarding State guidelines or reimbursement.

b. Locally funded

Travel related expenses, in whole or part, which are paid from University owned funds (local funds) and exceed the State per diem rates, may be reimbursed, upon prior written approval from the respective Vice President who has oversight of the local fund account. Under no circumstance, however, shall travel expenses, which exceed State per diem rates, be reimbursed without obtaining an exception letter with proper authorizations in advance, regardless of the source of funding. Any request for an exception to this policy must be submitted in writing and approved by the President.

5. Vehicle Rental

- a. The agency shall reimburse individuals traveling on official State business for use of an economy class vehicle. Use of a larger vehicle will require special approvals and will be handled on a case-by-case basis only.
- b. Vehicle rental contract shall be utilized when traveling over 50 miles in a single trip on University business. Please contact the Department of Purchasing to secure the current rental provider and associated contract information to ensure the proper rates are applied.

6. Travel Advance

Travel advances are not normally honored by the University. Preferred method is via the use of the Travel Card. However, travel advances will only be issued to an employee to cover meals for students who are being escorted on an official business trip and will only be issued as an exception. To request a travel advance for student meals, an approved check request and the approved Travel Authorization form should be submitted to the Invoice Processing Office, along with a listing of the student names. This request should be submitted to Invoice Processing a minimum of 14 days prior to the departure date. Travel advances processed less than 14 days are limited to

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\$500.00. Travel advances may be picked up in the Cashier's Office, no later than three days prior to the departure date.

References

Virginia Department of Accounts CAPP Manual, Topic No. 20335 – "State Travel Regulation"

Approval By:



President

Date:



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Exhibit #1

**Virginia State University
TRAVEL AUTHORIZATION FORM**

Please complete this form in its entirety. (Use [Tab] to move from cell to cell.)

Traveler's Name: _____ Title: _____ Employee ID#: _____

Department: _____ Box No. _____ Telephone Number _____

Destination or Itinerary _____

Departure Date _____ Departure Time _____ Return Date _____ Return Time _____

Purpose For This Trip
(Include dates of meeting, convention, institute, or other activity. Please attach all supporting documentation.)

Please enter exact amounts, whenever possible

Enter "X" in only Travel for professional development, presentations, seminars or conferences, or employee training.
ONE box. Any other authorized employment-related travel.

	Amount	Object	Object
REGISTRATION FEES Paid by: _____ Employee _____ VSU Purchase Order/SPCC _____	0.00	1224	1224
LODGING (specific description:) _____ State Per Diem Rate \$ -)	0.00	1227	1285
# of nights _____ Lodging Rate \$ - Taxes/Fees 0.0% Room Rate+tax \$ - Is an exception Letter attached? _____ <small>A letter of exception (signed by President or designee) is required for all lodging over the State's per-diem rate.</small>			
MEALS # of Travel Days @ 75% <u> </u> 2 \$ - = \$ - Conference Meals \$ - # of Full Days <u> </u> 2 \$ - = \$ - Conference Meals \$ -	0.00	1227	1288
TRANSPORTATION Private Personal Car # of miles _____ Mileage rate _____ Standard rate-over 100 miles per day/RS rate for less _____ <small>A letter of exception (signed by President or designee) is required for reimbursement of the higher mileage when over 100 miles/day.</small>	0.00	1227	1282
State Car _____		1284	1284
Airplane Paid By _____ Employee _____ VSU Purchase Order _____	0.00	1227	1283
Rental Car Paid By _____ Employee _____ VSU Purchase Order _____	0.00	1227	1293
Other Transportation (specific description: _____)	0.00	1227	
Tolls/Parking _____	0.00	1285	1285
Gas (for State vehicle or rental car) _____	0.00	1323	1323
Other (ex. baggage fee & internet fee-be specific) _____	0.00		
TOTAL AMOUNT REQUESTED	0.00		
Travel Advance Requested (If an amount is entered, a completed Check Request Form is required.) \$ -	0.00		

CHARGE ALL TRAVEL EXPENDITURES TO BANNER FOPAL: _____

Arrangements made for missed classes or other responsibilities. _____

By signing this form, I acknowledge being currently enrolled in the Commonwealth's "Electronic Reimbursement Program." I understand that enrollment is mandatory BEFORE I can be reimbursed for any travel costs, and that forms and procedures are available on www.vsu.edu/travel.

Signature of Traveler _____ Title _____ Date Signed _____

Signature of Traveler's Direct Supervisor _____ Title _____ Date Signed _____

Signature of Traveler's Dean or Director _____ Title _____ Date Signed _____

Vice President's Signature (Required on all travel authorizations) _____ Date Signed _____

President's Signature (For Travel, Multiple Attendees, Lodging and meal exceptions) _____ Date Signed _____

- Reimbursement amount cannot exceed originally requested amount.
- Travel Card is preferred method. Travel Advance may not be honored. Travel advances require minimum 14 days for processing.
- The traveler must repay any advance within 30 days of the date the advance was issued.
- For group travel arrangements, a complete list of names of persons traveling MUST be attached.

Do not date stamp within this box To be completed by the Travel coordinator in the VSU Purchasing Office

Travel Coordinator's Signature _____ Date Signed _____

Approval for Payment _____ Travel Order Number _____ American Airline Number _____ Motor Pool Number _____

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Exhibit #2

MEMORANDUM

TO:

FROM: Yolanda W. Buck
Purchasing Director

DATE:

SUBJECT: **Bank of America Travel Card Days 61-90 Days Past Due**

Per VSU Policy Number 5503 - Policy Statements - Item C, your Bank of America Travel Card account has been closed and the past due balance of \$ ____ will be deducted from your payroll and/or leave balance check.

If you have any questions or concerns regarding this matter, please contact Sonya L. Coleman on 524-93.

cc: File

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Exhibit #3

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY:

Virginia State University

PREPARE WITH INK OR TYPEWRITER USE ADJUSTED SHEETS WHEN NECESSARY

Name				
Address				
City				
State	Zip			
Vendor ID:	S		Suffix	33

PERSONAL VEHICLE STATEMENT - STATE EMPLOYEES ONLY

- PERSONAL VEHICLE - CONTRIBUTORIAL TO THE STATE - PERSONAL MILEAGE RATE
- STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
- STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDING ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

STATE EMPLOYEE YES NO

SIGNATURE OF TRAVELER	DATE
TITLE	

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

TRAVELER'S SUPERVISOR _____ DATE _____

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY.	3. TOTAL MILES TRAVELLED	4. MILEAGE	5. AUTO EXPENSE DIFFERENCE (IF DIFFERENTIAL)	6. MEAL PER DIEM AMOUNT	7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
		D						0.00
TOTALS			0.00	0.00	0.00	0.00	0.00	0.00

VOUCHER NUMBER	DATE	TOTAL SHEET 2	0.00
PURPOSE OF TRIP		TOTAL SHEET 3	0.00
<input checked="" type="checkbox"/> CONFERENCE	<input type="checkbox"/> PRESENTATION	GRAND TOTAL	0.00
<input type="checkbox"/> ATHLETICS	<input type="checkbox"/> INVESTIGATIONS	AMOUNT ADVANCED	0.00
<input type="checkbox"/> RECRUITMENT	<input type="checkbox"/> EDUCATION	Payment/(Due to Agency)	0.00
	<input type="checkbox"/> EXTRADITIONS		
	<input type="checkbox"/> FIELD WORK		
	<input type="checkbox"/> OTHER (EXPLAIN)		

TRAVEL AGENCY	GLA	FUND	FFY	PROGRAM	OBJECT	REVENUE SOURCE	AMOUNT	PROJECT		
								PROJECT	TR	PH
COST CODE	FIPS	PSD	AGENCY REFERENCE		INVOICE		DATE	REFERENCE DOC		
							MM DD YY	NUMBER		SK
DESCRIPTION				CURRENT DOCUMENT NUMBER	SUBSIDIARY ACCOUNT	MULTI-PURPOSE	1099	<input type="checkbox"/> CHECK IF CONTINUATION SHEET ATTACHED		

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Exhibit #4

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2011

Meals and Incidental Travel Expenses (M&IE)

Introduction Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis (not actual expenses) for **overnight** official business travel outside the traveler’s official station. (See exceptions for business, overtime and law enforcement meals later in this topic.) **For exceptions, refer to the *Approval and Exceptions* section.**

M&IE Per Diem Allowance Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the **Lodging / M&IE Guideline Tables**. Regardless of destination, a flat \$5 per diem amount is paid for each day of overnight travel for incidental expenses such as bellhop/waiter tips, valet, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. The Incidentals amount is not prorated on a travel departure or return date. The flat \$5 per diem is paid on all travel days.

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. The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts. Reimbursement for actual expense incurred during overnight travel for these expense categories is not permitted. Agencies may be more restrictive and pay the actual expenses up to the appropriate M&IE in place of maximum per diem.

M&IE Rate Table The M&IE Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the M&IE per diem rates shown in the **Lodging/M&IE Guideline** tables. These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction. The M&IE must be reduced for the applicable meal when meals are provided at no cost during an overnight travel period. Refer to the **Prorations and Reductions** section for additional guidance. The M&IE Rate table below reflects rounded amounts for the 75% travel days. This is intentional and intended to be more convenient for the agency and the traveler. This M&IE Rate table should be used unless a traveler needs to make an adjustment for provided meals. In the instance that an adjustment is needed, rounding is optional.

TOTAL	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5	5
75% Travel Days	\$32	\$36	\$40	\$44	\$47	\$51	\$55

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Meals and Incidental Travel Expenses (M&IE), Continued

**IN-STATE
Lodging / M&IE
Guidelines**

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC, listing in the Out-of-State table. If a location is not listed, the standard rate applies.

IN-STATE Location City – (Surrounding Areas)	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$77	\$41
EXCEPTIONS ↓		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle & Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg (Spotsylvania, Stafford, & Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56

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Meals and Incidental Travel Expenses (M&IE), Continued

IN-STATE Location City – (Surrounding Areas)	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
<i>STANDARD</i> →	\$77	\$41
EXCEPTIONS ↓		
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City & York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City & York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City & York Counties) (9/1 – 9/30)</i>	77	51

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Meals and Incidental Travel Expenses (M&IE), Continued

OUT-OF-STATE Lodging / M&IE Guidelines The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **OUT-OF-STATE** traveler for reimbursement. If a location is not listed, the standard rate applies.

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, & Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	155	71
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71

Meals and Incidental Travel Expenses (M&IE), Continued

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OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, & Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, & Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, & Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>	295	71

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Meals and Incidental Travel Expenses (M&IE), Continued

Virginia State University
Policies Manual

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Volume No. 1—Policies & Procedures	TOPIC NO. 20335
Function No. 20000—General Accounting	TOPIC STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE October 1, 2011

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 – 5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71

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Meals and Incidental Travel Expenses (M&IE), Continued

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO (St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (1) (10/1-10/31)</i>	226	71
<i>Washington, DC (1) (11/1-2/28)</i>	183	71
<i>Washington, DC (1) (3/1-6/30)</i>	224	71
<i>Washington, DC (1) (7/1-8/31)</i>	169	71
<i>Washington, DC (1) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71

(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax, and, Maryland counties of Montgomery and Prince George's.