

VIRGINIA STATE UNIVERSITY

Section:	Presidential Policy
Procedure Number:	208
Procedure Name:	Lodging Reimbursement Rate Exceptions
Applicability:	All University Employees
Effective Date:	September 17, 1998
Revision Date:	n/a; Supersedes Section 12, Reimbursement for Conference-Related Lodging, lines 8-10, in Administration and Finance Policy Memorandum No. 11, "Implementation of the Governor's Executive Memorandum 7-94, Policies Governing Travel on Official Business"
Review Date:	September 1, 2000

I. Purpose

The purpose of this policy is to establish the required signatures of approval for exceptions to the lodging reimbursement rates prior to submission to the President for action.

II. Approval Authority

The Office of the Comptroller's State Travel Regulations, dated July 1, 2000, delineate the reimbursable expenses for individuals traveling on official state business. The subsection on lodging addresses lodging reimbursement rates and the signatory authority for exceptions to the in-state and out-of-state travel guidelines for lodging. The regulations designate the Agency head, or designee, as the individual to authorize exceptions up to "150% of the guidelines for both in-state and out-of-state travel when circumstances warrant."

The University's Administration and Finance Policy Memorandum No. 11, "Implementation of the Governor's Executive Memorandum 7-94, Policies Governing Travel on Official Business," states in item one, "Travel Requiring Approval by the President," that a request for Travel Authorization/Travel Advance in excess of \$500 must be approved by the President.

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Item 12 of this Policy Memorandum, "Reimbursement for Conference Related Lodging," states that when the lodging cost of the conference site exceeds the Department of Accounts maximum allowable daily cost, the traveler may request higher reimbursement of lodging cost up to a maximum of "50% in excess of the applicable guideline." The traveler's department chair or supervisor must approve the request in advance.

III. Signatory Requirements

Requests for exceptions to state travel regulations on lodging reimbursement rates require the approval of the immediate supervisor and appropriate Vice President prior to its submission to the President for approval.

The President, as agency head (or a designee), is the signatory authority for all exceptions to state regulations on lodging reimbursement rates. Requests for exceptions require the signatures of the traveler's supervisor and appropriate Vice President prior to submission to the President. The signature of the Chief of Staff, in addition to the supervisor, is required for all units reporting to the Chief of Staff. When the President is the traveler's immediate supervisor, requests for exceptions must be submitted directly to the President.

IV. Notification of Request Status

After the President's review of the request for an exception, the Travel Authorization/Advance form will be returned to the appropriate Vice President for distribution to the traveler's supervisor. The supervisor is responsible for notifying the traveler of the status of the exception request.

V. Any requests for exception to this policy must be submitted in writing and approved by the President.

APPROVED BY: (E. N. Moore, Jr.)
President

DATE: (September 17, 1998)