

Virginia State University  
Policies Manual

Title: Locally Funded Travel Requests and Reimbursements

Policy: 5505

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**Purpose**

The purpose of this policy is to provide the guidelines for reimbursement of Locally Funded Travel Requests processed in accordance with State guidelines.

**Authority, Responsibility, and Duties**

Travel Accountant

**Definitions**

The Vice President should provide a written justification to support the excess charges and identify the local funding account to receive such charges. This documentation should be submitted to the Purchasing office as a separate requisition from the State funded portion of the travel. The traveler should then submit separate travel reimbursement request for the State funded portion of their travel, if any, and a separate travel reimbursement request for the Local funded portion of their travel. A copy of each Travel Order (TO), State and Local, shall be attached to the respective travel reimbursement request when submitted to the VSU Travel Accountant for processing.

**Policy Statements**

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 circumstances, however, shall travel expenses, which exceed State per-diem rates, be reimbursed without obtaining the proper authorizations, regardless of the source of funding. Any request for an exception to this policy must be submitted in writing and approved by the President.

**References**

**Approved by:** Eddie N. Moore, Jr., President

**Date:** September 29, 2006