

Virginia Commonwealth University

Travel Guidelines Procedures Comparison

DESCRIPTION	STATE/GRANT FUNDS		Local Funds	Exceptions
	Prior Guidance/Procedure	New Guidance/Procedure		
AIRFARE	Business class only reimbursable on state/grant funds for flights that are over 8 hours, intercontinental and trans-oceanic; or do not exceed the lowest available economy coach fare	Generally, airline & rail travel cannot exceed the rates charged for coach class accommodations.	Business class w/o proper approval.	The Authorized Approver may grant permission for: •Business class for international air/rail segments (domestic segments must be economy/coach) •Business class when it does not cost more than the lowest available coach fare
	Baggage fees after 1st checked bag require cost justification.	Charges of \$75 or more must be fully explained	Unexplained baggage fees	
VEHICLE RENTAL	Car rentals greater than compact/mid-size requires cost justification	Vehicle rental expenses are limited to official business use only. Travelers are encouraged to utilize the Enterprise/National contract when practical. The traveler must select the most economical type of vehicle available, and acquire the appropriate commercial rate or government discount available when the vehicle is rented.	Fuel Service Option, Roadside Assistance, insurance options, add-ons without business justification.	Non-Employees are eligible for LDW and CDW reimbursement; International rentals require purchase of LDW & CDW insurance.
	Toll pass devices & GPS not reimbursable on state-grant funds			
LODGING	Rates over GSA CONUS/OCONUS require cost justification	Reimbursement for lodging is limited to actual expenses incurred up to 100% over the CONUS/OCONUS rates plus taxes & surcharges	Any portion of the room rate exceeding 100% over the GSA rate, plus applicable taxes/fees	Official Conference Lodging - may exceed 100% overage allowance with official conference documentation
	Multiple Travelers In One Room: the reimbursable amount will be the lodging rate allowed in the area they are staying plus the cost for additional person. Dividing the hotel rate by the number of persons in the room for purposes of justifying rates that exceed the lodging guidelines is not permitted			
	Alternative lodging requires cost comparison			
RECEIPTS	Receipts for certain expenses over \$25 are required	<u>Receipts Requirements:</u> <ul style="list-style-type: none"> • Itemized receipt for lodging, regardless of amount; • Itemized receipt for car rental, regardless of amount; • Receipt for each expenditure of \$75 or more • Business purpose for unusual fees (change fees, phone calls, etc); 		If a receipt is missing the traveler must provide proof of payment in the form of a redacted credit card statement or copy of cashed check.