
A. PURPOSE

The purpose of this guideline is to outline the acceptable use of personal vehicles for official University-related business. The use of the Enterprise Rent-A-Car contract for official business travel is preferred and should be used when available unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Department of Procurement Services

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
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”
Chrome River Training Guide

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE:

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DEPARTMENTAL
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PROCEDURES AND PRACTICES MANUAL

TITLE: Use of Personal Vehicles

Proc #: 6-712

14. Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.

15. Mileage Reimbursement Rates – Effective for travel occurring AFTER July 1, 2022, the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are:

The rate of 24.6 Cents Per Mile applies . . .	The Current IRS business rate of 62.5 Cents Per Mile applies...
...when the daily mileage is 200 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.	...when the daily mileage is less than 200 miles.
	...when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.
NOTE: Reimbursement rates are reduced to 13 cents per mile for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then the rate shall be <i>the current IRS rate of 62.5 cents per mile.</i>	

Records Retention:

All original travel documentation for reimbursements processed in Chrome River should 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.