

REVIEW OF PRIMARY TRAVEL POLICY CHANGES STEMMING FROM RESTRUCTURING ACT

Effective July 1, 2009

No	Restructured Policy	Prior State Policy	Comments
1	Estimate and Approval Form no longer required to be submitted to the Controller's Office. Signed reimbursement form will suffice for approval requirements	Estimate and Approval form required to be submitted to Controller's Office when travel exceeds \$500	Departments must still attach Estimate and Approval Form to departmental copy when required: (1) Departmental policies dictate, (2) International travel pre-approval from OESRC, and (3) International telecommunications charge pre-approval from CNS.
2	Allowable lodging / M&IE rates for overnight travel will now be CONUS (Domestic) / OCONUS (Non-domestic)	Policy has lodging and M&IE rate table for locations and time of travel in accordance with limits established by DOA	CONUS rates are based on federal survey data and are fairer (provide specific rates for more locations). CONUS rates will be updated annually on Controller's website. OCONUS rates are available on U.S. DOD website.
3	Department authorized approver can approve up to 100% over the published rate after travel has occurred	Lodging limits can be exceeded by 50% with prior approval of Agency Head or Designee.	Allows travelers to be reimbursed for situations where lodging accommodations cannot be found within guidelines. Allows departments to manage exceptions within limits and removes pre-approval requirement. Justification statement must be present on travel voucher prior to authorized approver review.
4	With shared lodging, allowable rates set at individual rate, plus extra costs for additional individuals (additional person fee, rollaway, etc.)	When two or more people share a non-luxury confer. hotel, the allowable rate X the number of individuals could be approved at Controller's Office	Simplifies process and streamlines approval to department level
5	Receipts are required for tolls, parking, other for-hire transportation if claim exceeds \$25	Receipts are required for tolls, parking, other for-hire transportation if claim exceeds \$10	Allows more flexibility and complies with IRS guidelines
6	'Authorized approver' in departments now formally recognized	'Agency head or designee' most common language in policies	Formally recognizes delegation of most approvals to department level. Less external restrictions on departments.
7	Authorized approver may authorize business meal reimbursements 50% over the applicable CONUS / OCONUS meal per-diem	Agency head or designee can authorized up to 50% over applicable meal per-diem	Modified to reflect change of per-diems to federal CONUS / OCONUS rates, and formally establishing authority at authorized approver level
8	University now referred to as covered institution	University referred to as a state agency	Management Agreement under Restructuring Act allows increased independence for Covered Institutions
9	University can now develop its own forms	State must approve any changes to forms	Control to modify travel-related forms as needed

Please note:

- (1) Changes Table (above) and PowerPoint Presentation will be posted under announcements on Controller's Website (www.co.vt.edu) on June 24th
- (2) Updated policies will be available on Controller's website on July 1st
- (3) Changes will be covered extensively in monthly travel training sessions (for more information please e-mail Kim Myers at kiharve1@vt.edu)