

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Meals - Student Academic & Student Club Functions Proc #: 6-775

I. PURPOSE

As an Agency of the Commonwealth of Virginia, Old Dominion University has a public

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VI. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, "Expenditures"
CAPP Topic # 20315, "Prompt Payment"
CAPP Topic # 20336, "Agency Travel Processing"
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide
Accounts Payable Procedure 6-708 – Reimbursable Meal Limits

VII. OTHER ODU OFFICES IMPACTED

University Departments

VIII. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

IX. PROCEDURE:

A. Student Academic Functions:

Academic Departments and other Academic Related areas conduct academic related programming or events where food and beverages are supplied. Food and beverages may be provided at student functions that contribute to the academic mission of the University. The events conducted are for the benefit of current and prospective students

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- c. Number of meals (i.e., claiming reimbursement for another person's meals)
- d. Location - Provide complete address including city and state where the meal was taken. The location determines the reimbursement rate and whether an ARAMARK waiver may be required.
- e. Meal taken (breakfast, lunch, dinner)
- f. Attendees (List the name, agency/company, and title of each person) **(See note above under 5d.)**
- g. Description of business discussed (purpose of the meal)
- h. Benefits to the University – you must provide a description of the benefit to the University.

Failure to provide sufficient details will result in the meal being reported as income.

- i. **Certification Statement** -- by signing this form, the individual certifies that the meal expenses claimed on the form are Student Club Function-related, that they involved substantive and bona fide contributions to the academic mission of the University in accordance with the Office of Leadership and Student Involvement's stated mission, and that the function provided benefits to the University. The Designated Student Club Representative must provide their signature, title, and date as ***required on the form.***

- 7. Failure to submit the **Business Related Meal Expense Statement** OR provide a description of the business discussed and the benefits to the University in the comments section will delay processing and the Expense Report will be returned for correction.

- C. Should this policy conflict with Commonwealth Accounting Policies and Procedures or other University policy, the Director of Procurement Services will serve as the final authority.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must 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

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