

Department 8136j(8a005578-a(4)(b)1 P(m)  
the Chrome River reimbursement process for business-related reimbursements.

\*\*Per the Virginia Department of Taxation, ODU is exempt from Virginia taxes on prepared meals & catering services related to its mission when paid directly by ODU from institutional funds. Requests for one-time tax exempt certificates may be sent to Linda Wallace at [lwallace@odu.edu](mailto:lwallace@odu.edu). \*\*

\*\*Transactions MUST be processed prior to the exception's expiration date or be paid with an alternate method.  
Submit to