



# VCU

Travel expenses for individuals on official Center on Health Disparities (CoHD) business must be reasonable, necessary, and represent an efficient use of resources. Furthermore, the CoHD will seek ways to **reduce the cost of travel**. Travel expense accounts are open to the public and must be able to sustain the test of public review. Any falsification of expenditures constitutes fraud and will be treated as such. These travel policies, regulations and procedures pertain to anyone who travels on CoHD business. VCU or the CoHD assumes no obligation to reimburse employees, students or non-employees for expenses that are not in compliance with policy.

Individuals traveling on behalf of the CoHD should exercise good judgment with respect to incurring travel expenses and are expected to spend the University's funds prudently. Travel related expenses will be paid by the CoHD if they are deemed to be reasonable, appropriately documented, properly authorized and within the guidelines of these policies. It is the responsibility of the traveler to comply with these policies governing travel. The traveler is also responsible for approving their Chrome River Expense Reports when prompted by the Chrome River Expense Approval email, as well as for tracking their own Pre-Approvals and Expense Reports in Chrome River.

1. The Program Director will submit a detailed budget request for all travel expenditures at first knowledge of the need.
2. The Program Director will submit all travel budget request changes as soon as possible including the original request with the highlighted changes.
3. Prior to making travel arrangements, the Program Director must receive a copy of their **approved** budget request.
4. All travelers will read, comply and acknowledge with their signature, that they understand the VCU travel policies. This acknowledgement must be completed for each trip.
5. All travel expenses must be incurred while conducting official CoHD business.
6. Any travel expenses incurred (rental cars, gas, hotel accommodations, mileage, changes in pre-approved expenditures, etc.) without the submission of a pre-approved budget request and appropriate receipts **will not** be reimbursed.
7. All requests for exceptions **MUST** be submitted in writing to the CoHD staff for approval.
8. Travel related and non-travel related meal reimbursement expenses reimbursed to individuals on official VCU business must be reasonable, necessary and represent an efficient use of resources. (There will be no reimbursement above the allowable General Services Administration Per Diem Rates. <http://www.gsa.gov/portal/content/104877>)
9. Miscellaneous business related expenses that are not covered by the incidental allowance include fax, telephone, copy charges and other business related expenses. Receipts are required for any expense \$75.00 or more.
10. When meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded. The applicable meal amount must be reduced when meals are provided at no cost during an overnight travel period.
11. Choosing not to eat a meal that has been provided does not allow the traveler to then claim per diem for that meal unless a justification is provided.
12. The CoHD staff will respond to emergency requests as necessary. An emergency situation is an unexpected set of circumstances created by an **unplanned** event that requires immediate help/action/relief.

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