

McIntire Department of Music

Reimbursement Guidelines

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Reimbursement Guidelines

- I. Travel
 - A. Full-time faculty
 1. Depending upon budgetary availability, all full-time faculty are eligible for faculty travel funds
 2. Amounts vary from year to year
 - a. Notification will be sent by the department
 3. Requirement for use of travel funds
 - a. all travel must be for legitimate professional purposes, such as participation in conferences, performances, and related events
 - b. all travel expenses are subject to state per diem limits, regardless of the source of funds
 - c. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
 - B. Part-time/Adjunct faculty
 1. Depending on availability of funds, the department may be able to provide limited travel funding for part-time salaried faculty. The department does not ordinarily offer travel funding to adjunct faculty. Funding is not guaranteed, and approval is on a case by case basis.
 - a. Same requirements for use of funds apply as outlined in [Section I. 4.b.](#) of this document
 2. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
 - C. Graduate students
 1. The Director of Graduate Studies will notify all grad students of department funding available for travel
 2. Graduate students should work with the Graduate Program Coordinator for travel reimbursement
 3. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
 - D. Faculty research funds
 1. Faculty who have been awarded funds for research do not need chair's pre-approval for travel and are not as restricted for use of funds
 - a. Travel must be for professional purposes
 2. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
 - E. Guests who are U.S. citizens or permanent residents
 1. All prospective faculty and students and guest artists, performers, or lecturers must purchase and arrange their own travel and will be reimbursed upon completion of their trip (pending budgetary approval from the department)
 2. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
 3. Guests do not have to sign a travel workbook, but they should submit an [itemized cover letter](#) along with original receipts and documents in their reimbursement request
 - F. Guests who are foreign nationals
 1. All prospective faculty and students and guest artists, performers, or lecturers must purchase and arrange their own travel and will be reimbursed upon completion of their trip (pending budgetary approval from the department)

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2. Guests who are foreign nationals must supply additional documentation in order to be reimbursed:
<http://uvaforms.virginia.edu/uvaformsfiles/alientax/HonorariaTravelReq.pdf>
3. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
4. Guests do not have to sign a travel workbook, but they should submit an [itemized cover letter](#) along with original receipts and documents in their reimbursement request

II. Travel Reimbursement Policies and Procedures

A. What to do before travel

1. Budgetary approval from the Chair or department is required

B. What to do after travel

1. Submit a [cover letter itemizing expenses](#) or submit a [travel workbook](#) along with original documents and receipts (taxi, car service, tolls, parking, lodging meals, etc.)
2. The department will process the final reimbursement request, which will require your original signature on a [travel workbook](#)
 - a. The Administrative Supervisor or the HR/Fiscal Assistant will contact you when your signature is required on a travel workbook
3. Your reimbursement will be direct deposited into your bank account

C. When to submit travel reimbursement requests

1. Travel reimbursements are processed after a trip is complete
2. Travel reimbursement requests must be submitted to the department **within 15 days of completion of a trip**
3. Fifteen days allows time for corrections, signatures, and processing to meet Procurement's 30 day policy

D. What happens if a request is submitted after 15 days?

1. The department reserves the right to deny a reimbursement request past the 15 day policy
2. If a reimbursement request received after 15 days is accepted by the department, an explanation as to why paperwork was not submitted in a timely manner will be required
3. Written approval from the appropriate Dean or Vice President is required in cases where the reimbursement request submission exceeds 60 days
4. If a traveler submits three or more reimbursements more than 30 days old, the Dean or Vice President will be notified and the reimbursement may be denied

E. Lodging and Meals

1. State per diem guidelines apply for lodging and meals
 - a. Domestic rates <http://www.procurement.virginia.edu/pageconus>
 - b. International rates <http://www.procurement.virginia.edu/pageconus>
2. If claiming per diem for meals, meals not eaten on the day of departure and return must be deducted from the daily rate
 - a. If the per diem rate is \$40 per day with the breakdown of \$9 breakfast, \$12 lunch, and \$20 dinner and departure is at 3:00 pm, only \$20 for dinner can be claimed and not the entire per diem rate of \$40
 - b. If the per diem rate is \$40 per day with the breakdown of \$9 breakfast, \$12 lunch and \$20 dinner and return is at 10:00 am, only \$9 for breakfast can be

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- claimed and not the entire per diem rate of \$40
3. If not claiming per diem for meals, meal receipts must be itemized
 4. Lodging receipts must include a breakdown of the room rate and taxes as well as dates of stay
 5. Regardless of fund source, there are limits to the maximum amounts that can be reimbursed <http://www.procurement.virginia.edu/pagetravellocal>
- F. Airfare
1. All original boarding passes (connecting flights, departure and return, etc.) are required for reimbursement
 2. Airfare itinerary is required for reimbursement
 3. Airfare receipt is required for reimbursement
- G. Car Rental
1. If traveling **within the U.S. or Canada**, decline the collision damage waiver (CDW) or liability damage waiver (LDW) insurance. University insurance covers both collision and liability damage, and you cannot be reimbursed for this expense
 2. If traveling **outside the U.S. and Canada**, accept the collision damage waiver (CDW) or liability damage waiver (LDW) insurance. University insurance will not cover collision and liability damage in other countries. The cost for LDW and CDW will be reimbursed under these circumstances.
 3. Decline Personal Accident Insurance (PAI) or personal effects coverage unless you wish to incur this expense yourself, because they are considered personal expenses and you cannot be reimbursed
 4. Refuel your car prior to returning it in order to avoid rental agency refueling charges. Agency refueling charges are excessive and may not be reimbursable.
 - a. If allowed, agency refueling charges must be justified to be reimbursed. Proper justification could include: "I was late to the airport and was afraid I would miss my plane if I stopped to refuel".
 5. Maintain receipts for your rental and any fuel. If you return your car after hours, you may call the agency and ask them to fax or mail you a copy.
- H. Personal Vehicle
1. Either mileage or gas can be reimbursed, not both
 2. If submitting miles, provide number of roundtrip miles, dates of travel, points of destination, and justification that using a personal vehicle was more cost effective than renting
 3. If submitting a request for gas reimbursement, must provide all original receipts
- I. Bus or train
1. All original ticket stubs and receipts must be submitted
- III. International Travel
- A. If submitting a receipt in foreign currency, UVA will use the exchange rate on the day the expense was incurred
 - B. Per diem rates apply for lodging and meals
 1. International rates <http://www.procurement.virginia.edu/pageoconus>
 - C. See [section II.G.2.](#) of this document for information about international car rentals

Reimbursement Guidelines

IV. Food and Drink

A. Business meals (non-travel)

1. Must be pre-approved by the department
 - a. Sometimes limits to number of people as well as per person limits will be established
2. State per-diem limits apply
 - a. <http://www.procurement.virginia.edu/pageconus>
3. For hosting prospective candidates typically 4 people should attend the meal (candidate plus 3 faculty)
4. University funds cannot be used to pay for business meals for spouses and family members
 - a. If appropriate, spouses and family members may attend official business meals, but expenses must be paid out of pocket
5. All original itemized receipts are required
6. There are restrictions on the reimbursement of alcohol during meals, please reference [Guidance on Alcohol Use and Reimbursement Policies and Procedures](#)
7. Reimbursement request must be submitted within 30 days the expense is incurred
8. To be reimbursed, a [Business Meal Certification](#) form must be completed with appropriate signatures and submitted along with all original itemized receipts

B. Business meals (travel)

1. Per diem per person limits apply
 - a. domestic: <http://www.procurement.virginia.edu/pageconus>
 - b. international: <http://www.procurement.virginia.edu/pageconus>
2. Original itemized receipts required
3. Must be submitted on a travel workbook
4. See [Guidance on Alcohol Use and Reimbursement Policies and Procedures](#) for rules on alcohol during meals
5. Must be submitted within 15 days of completion of the trip
6. All other travel reimbursement policies and procedures apply (see [section II](#) of this document)

C. Receptions

1. Must be pre-approved by the department
2. For events more social in nature
3. State per diem limits apply
 - a. <http://www.procurement.virginia.edu/pageconus>
4. All original itemized receipts are required
5. There are restrictions on the reimbursement of alcohol during receptions, please reference [Guidance on Alcohol Use and Reimbursement Policies and Procedures](#)
6. Must be submitted within 30 days the expense is incurred
7. To be reimbursed, a [Social Event Form](#) must be completed and submitted along with all original itemized receipts

D. Guests

1. When guests pay out of pocket they will be reimbursed as travel reimbursements
2. Pending budgetary approval food and drink will be processed either as per diem or actual receipts
 - a. If per diem, limits apply: <http://www.procurement.virginia.edu/pageconus>
 - b. If actual expenses all original itemized receipts are required

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3. Alcohol policy applies [Guidance on Alcohol Use and Reimbursement Policies and Procedures](#)
 4. All travel reimbursement policies and procedures apply (see [section II](#) of this document)
- E. Water bottles
1. Under the Governor's Executive Order 82 (<http://www.deq.state.va.us/export/sites/default/p2/pdf/EO82.pdf>) , the University does not allow reimbursement of individual water bottles
- F. Alcohol
1. See [Guidance on Alcohol Use and Reimbursement Policies and Procedures](#)
- V. Goods
- A. Reimbursement of goods should not be used to circumvent purchasing/procurement policies
1. Purchase order must be created by the department PRIOR to goods being purchased or ordered (see the Purchasing Guidelines document)
 2. Goods should be purchased on purchase order (see the Purchasing Guidelines document)
- B. Department Approval
1. Always must have department approval for reimbursement of goods
 2. Do not expect to be reimbursed for goods unless you received approval from the department prior to the purchase
- C. Research funds
1. If pre-arranged with the department, faculty who have their own research funds or grants can submit for reimbursement with original receipts
 2. Must be submitted within 30 days the expense is incurred (do not bundle receipts)
 3. Cannot reimburse an individual more than \$2000 at one time
 4. Preference is still to purchase goods by purchase order
- VI. Services
- A. Services are never handled by reimbursement
- B. Services are paid by purchase order or UVA payroll ONLY
1. Purchase order must be created PRIOR to services rendered (see the Payment Guidelines document and the Purchasing Guidelines document)
 2. Individuals must be set up in payroll PRIOR to services rendered (see the Payment Guidelines document and the Purchasing Guidelines document)

Sample Cover Letter for Request for Travel Reimbursement

Name:

Email:

Departure Date:

Return Date:

Name of Meeting/Conference:

Purpose of Trip:

Primary Destination:

<u>Description</u>	<u>Amount</u>
Conference registration	\$120
Lodging (1 night)	\$95
Meals	\$100
Taxi	\$50
Total Reimbursement Request	\$365

Clarification and Guidance on Alcohol Use and Reimbursement Policies and Procedures

It has come to the attention of the Dean's Office that the policies and procedures associated with the provision of alcohol at university events and the processing of reimbursements for expenses where alcohol is provided or made available may not be fully understood. This memo aims to clarify certain University and Arts & Sciences policies and procedures. This guidance is not intended to cover the policies and procedures in their entirety. Please review all policies and procedures thoroughly and seek clarification from the Dean's Office or the appropriate University office if you have questions or concerns.

University of Virginia Alcohol and Drug Policy (STU-001)

- Any event **on University property** involving alcohol must receive written authorization via the "Approval Request for Alcoholic Beverages at Approved University Functions" form submitted to the Vice President for Student Affairs a **minimum of one week** in advance of the event. This authorization *is required regardless of whether students will attend the event.*
- University property is defined as lands or buildings that the University owns or leases, which is under the direct control of the Board of Visitors, including premises the University uses for activities of its offices, departments, personnel or students.
- A student is defined as an undergraduate **or** a graduate student.
- Any **university-sponsored off-grounds** event, where alcohol will be available and **where students are involved**, must receive written authorization via the "Approval Request for Alcoholic Beverages at Approved University Functions" form submitted to the Vice President for Student Affairs a **minimum of one week** in advance of the event.
- This prior approval from the VP for Student Affairs must be obtained if the event with alcohol is being conducted:
 - in a public area on University property
 - A public area on University property is any area except private residences
 - by a department/office
 - by University personnel acting in their capacity as an employee of the University on University property
 - by University personnel acting in their capacity as an employee of the University off-grounds, which includes employee homes, where students may be involved.
- The VP for Student Affairs is willing to authorize a group of related events taking place over a limited period of time on a single "Approval Request for Alcoholic Beverages at Approved University Functions" form. Examples of related events which may be bundled on a single "Approval Request for Alcoholic Beverages at Approved University Functions" form include a series of restaurant meals (to be itemized on the form) entertaining job candidates for a particular vacant faculty position. Another example is a specific lecture series which may present 3-4 events over the course of a semester where a reception follows each speaking event. In no case should the time frame of the bundled events span more than a semester.
- Alcohol must not be served if underage University of Virginia students will be in attendance.
- If alcohol is being served, non-alcoholic beverages and food items must be present.

- If an event with alcohol is being held off-grounds and no students will be in attendance, approval from the VP for Student Affairs is **not required**. Dean's Office approval for the purchase of alcohol is still required.

University of Virginia Procurement Services Policies and Procedures for Reimbursement of Business Meals and Social Events

Business Meals

- For business meals to be reimbursed they must be approved by the department, have a substantive and bona fide business purpose deemed essential to the University's mission, include more than one person, be documented with itemized original receipts, purpose or reason, number of participants, names and affiliations of participants, and other required information specific to the type of meal, adhere to expenditure limits and source of funds restrictions and have approving signatures on the Business Meal Certification form.
- Alcohol for business meal consumption will not be paid from state funds.
- Alcohol for business meal consumption may be purchased on local funds only with appropriate Supervisor's approval. The Business Meal Certification form can be used for this.
- Alcohol consumed with a meal, where the cost of the alcohol exceeds the cost of the food, requires the approval of Dean or Vice President. This requires an itemized receipt showing the detail of the food and drink items purchased.
- Spouses of business meal participants that have a legitimate business purpose may attend a business meal, but their portion of the expense will NOT be paid from state funds. With written approval of the Dean or Vice President local funds may also be used to pay for meal expenses of spouses of business meal participants.
- Meal expenses for staff meetings will NOT be paid from state funds, unless employees were required to work through their meal periods. Meal expenses for staff meetings can be paid on local funds only.
- If paid on local funds, current daily meal limit of \$75 per person requires Supervisor approval; between \$75 - \$110 per person requires written justification and Supervisor approval; exceeds \$110 per person requires written justification and Supervisor's approval. If paid on state funds, current dinner limit for Charlottesville/Albemarle is \$29 per person. If meal is outside this area please refer to Procurement Services Domestic Rate Guide. These dollar limits include taxes and tips.

Social Event Meals

- Social event meals **may** only be paid from local funds and only up to the specific dollar limits per person per meal.
- These events are social in nature but support the University's mission.
- They must have departmental approval, include more than one person, be properly documented with itemized original receipts, approvals, and other required information, adhere to the meal expenditure limits and other restrictions, have the required approving signatures prior to purchase.
- The University will NOT pay for social event meals in recognition or honor of particular individuals (e.g. wedding or baby showers).

- All social event meals require the approval of your Supervisor's Supervisor on an appropriate approval document PRIOR to incurring expenses for the meal.
- If combined meal cost for all participants exceeds \$400, approval of Dean or Vice President is required.
- Alcohol, both purchased with and consumed with meals, where the cost of the alcohol does not exceed the cost of the food requires no additional approvals. However, if the cost of alcohol exceeds the cost of the meal, written approval of the Dean or Vice President is required. This requires an itemized receipt showing the detail of the food and drink items purchased.
- All other purchases of alcohol for social event meal consumption require the signature of Dean or Vice President.

College and Graduate School of Arts & Sciences Policy on Alcohol

Reimbursement

- At all official dinners, regardless of fund source, the maximum **reimbursement** for alcohol from university funds will be \$15.00 per person, when averaged over all attendees. Reimbursement will not be made without an itemized receipt showing the detail of the food and drink items purchased.
- No alcohol costs at lunches will be reimbursed.

Student Affairs Form and Designee

"Approval Request for Alcoholic Beverages at Approved University Functions"

http://www.virginia.edu/vpsa/forms/alcohol_approval_rgst.doc

Vice President Designee:

Julie Caruccio
Assistant to the Vice President and Chief Student Affairs Officer
Box 400303
jwi2p@virginia.edu
Ph.: 434-924-4836
Fax: 434-924-1002

BUSINESS MEAL CERTIFICATION

Not for Travel Meals

Purchase Order/Voucher # _____

The purpose of this form is to document the qualifications of business meals for payment or reimbursement. For information about the requirements for business meals, see the [Procurement Services website](#) > Travel and Meals > Business Meals.

MEAL REIMBURSEMENT AMOUNT: _____ **DATE OF MEAL:** _____

NAME OF DINING FACILITY: _____

TYPE OF MEAL (Check One): **Breakfast** **Lunch** **Dinner**

NUMBER OF PARTICIPANTS: _____

PURPOSE / REASON FOR THE MEAL: _____

ADDITIONAL JUSTIFICATION FOR MEALS OVER STATE LIMITS BY UP TO 50%: _____

NAME OF OTHER MEAL PARTICIPANTS	NAME OF EMPLOYER / AFFILIATION

This form must be **signed and dated** by the appropriate persons and the original maintained in the department, along with all receipts. All information on this form must be completely consistent with information entered on the Payment Voucher requesting payment or reimbursement for the meal.

PAYEE: (Always required) _____ **DATE:** _____

Project: _____ **Task:** _____ **Award:** _____ **Organization:** _____

One of the following signatures is always required, depending on the nature of the meal:

SUPERVISOR: _____ **TITLE:** _____ **DATE:** _____

Sufficient unless using Local funds, and the expense is greater than \$110.00/person. Then requires:

SUPERVISOR'S SUPERVISOR : _____ **DATE** _____

Sufficient unless using Local funds, **and** the expense includes spouse(s) **or** the cost of any alcohol included was equal to or greater than the cost of food. Then requires:

DEAN / VICE PRESIDENT: _____ **DATE:** _____

Music Department Social Event Meal Form

All Social Event Meals must have Music Department budgetary approval prior to event taking place. Itemized receipts are required and must be submitted with this form within 30 days the expense was incurred.

Name of Person to be Reimbursed:

UVA Email:

Date of Social Event:

Purpose or Reason for the event:

Name of Vendor(s):

Number of Participants:

Total Amount:

Name of Participants and affiliation: (for a large group it is sufficient to provide a breakdown i.e. 50 UVA faculty, 20 UVA students, 30 community members, etc.)

Name of Participants	Affiliation

Music Department Chair's Signature

{Office Use Only}

PV# _____

PTAO: _____