



COMMONWEALTH of VIRGINIA

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P. O. BOX 1971

November 4, 2011

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 120 / General Accounting

One Topic
Revised

20335—State Travel Regulations (10-1-11) [revisions not marked]

Summary of Significant Changes

1. Lodging limitation and Meals and Incidental Expenses (**M&IE**) **tables** have been updated.
 2. Receipt requirement for taxis, shuttle vans, and other forms of **for hire transportation** has increased from \$10.00 to \$20.00. Additionally, associated tips are no longer part of M&IE. They will be reimbursed as part of the service fare and limited to 15%.
 3. **Employees on continuous travel** should request reimbursement at least monthly.
 4. Arlington / Fort Worth / Grapeville, Texas, added to the **list of exceptions** to the standard lodging and M&IE rates for Out-of-State locations.
 5. **Internet access and hotel business center fees** have been added to the list of expenses requiring documented justification to be reimbursed.
 6. Requirement for a receipt for **parking and tolls** has increased from \$10.00 to \$20.00.
 7. Information: **Short Term Trip Vehicles**—Enterprise Rental Car.
 8. Information: Premium coach **airline seating**.
 9. Explanation: Unused **air or rail tickets**.
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MEMORANDUM

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**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

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