



## COMMONWEALTH of VIRGINIA

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**TO:** Agency Fiscal Officers & CAPP Manual Users

**FROM:** Amanda Morris, Assistant Director

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 147 / Finance and Administration

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**One Topic  
Revised**

**One topic related to Finance and Administration is included in this Update. A complete managerial review was performed. Note that the changes to the topic are highlighted in BLUE within the document and will remain highlighted.**

20335—Travel Regulations (Effective 12/1/15)

Some of the key changes to this topic include:

- Employees who conduct frequent, similar travel are no longer required to complete a travel estimate for each travel event. See the “Travel Planning” section for further guidance.
  - Receipts are required for transportation costing more than \$75 for each instance. This is an increase from the previous guidance of \$20.
  - More detailed guidance is provided for meals furnished by hotels as part of a hotel stay.
  - A cost benefit analysis is required for occasional travel for distances over 200 miles. This is an increase from the previous guidance of 100 miles.
  - A reason for reserved “for hire” transportation is required on the travel reimbursement voucher. A reason for on demand “for hire” transportation is no longer required. Additionally, reimbursement for luxury transportation is not allowed.
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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

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