



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Amanda Morris, Director, Compliance Oversight and Federal Reporting,
Department of Accounts

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 166 / State Travel Regulations

**One Topic
Revised**

One topic is included in this update and a summary of changes is included below.

20335 – Numerous policy updates, which are outlined on the following pages

THE EFFECTIVE DATE OF THIS POLICY IS JULY 1, 2019

**Status
Summary
Sheet**

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

- Number and Title
- Page Length
- Latest Revision Date

https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf

**DOA's CAPP
Manual
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Section	Subsection	Change
Effective Date	N/A	July 2019
Policy	Applicability	Separate requirements for Non-Executive Branch agencies, and Level II and III Institutions of Higher Education
Policy	Expense Must be Reasonable and Necessary	Specify that Agency management must communicate travel policies to state and non-state employees traveling on business who are reimbursed with state funds
Policy	Cardinal Transparency	Allowance of lodging to be entered as one line item in Cardinal
Definitions	Agency	Renamed section to State Agency and Institution; updated definition
Definitions	Agency Head or Designee	Strengthen the requirement that designation of authority listings must clearly identify responsibility for travel decisions
Definitions	Base Point	Provided additional guidance on assigning base point and allow for designation of an employee's home as the base point
Definitions	Commuting Mileage	Strengthen definition
Definitions	Expense Report	Added list of items that must be included on the Travel Authorization and Expense Report
Definitions	Non-State Employee	Expanded list of non-state employees to include contractors, trainers, and interview candidates
Definitions	Official Station	Clarify definition that 25-driving miles must be measured using the most direct route
Travel Reimbursement Requirements	Travel Reimbursement Requirements	Clarified language regarding approval for IRS mileage rate; Added language requiring a cost benefit analysis when applicable; Updated policy to allow using charge card statements for payment of travel expenses in exceptional circumstances
Travel Planning	Introduction	Increased the threshold for pre-approval of travel expenses to \$1,000; clarified that specific positions can be exempted from providing a travel authorization
Travel Planning	Payment Options	Updated language for payment methods and specified that the BOA VISA is the preferred method of payment
Travel Planning	Economic Interest Disclosure Reporting	Added section
Approval and Exceptions	Approving Authority and Exceptions for Cabinet Members and Agency Heads	Assigned responsibility to maintain compliance with travel regulations to the agency who is paying for the travel of any Cabinet member

Section	Subsection	Change
Lodging	Introduction	Assign Fiscal Officer primary responsibility for judgment of reasonableness alongside the Agency Head
Lodging	Alternate Lodging Authorization	Added language prohibiting the use of Airbnb
Lodging	Non-Canceled Hotel Reservations	Renamed section to Unused Reservations
Lodging	Number of Persons in a Room	Clarified; provided example
Meals and Incidental Travel Expenses (M&IE)	M&IE Per Diem Allowance	Clarified the prorated incidental amount for travel days; added requirement for policy documentation
Meals and Incidental Travel Expenses (M&IE)	M&IE Rates	Updated web link
Meals and Incidental Travel Expenses (M&IE)	Prorations and Reductions	Updated web link; included proration information for incidental rate
Meals and Incidental Travel Expenses (M&IE)	Allowed Expenses	Deleted Telegrams; clarified reimbursement for funeral attendance expenses
Previously in Meals and Incidental Travel Expenses (M&IE) ; now in Lodging	Travel Credits	Moved subsection to Lodging section; Expressly stated that credits must be used to reduce the cost of future business travel
Non-Travel Related Meals	Business Meals	Strengthen the requirement that documented pre-approval be necessary; add language to reference the TAX bulletin which speaks to state sales tax exemption for business meals
Transportation	Current Mileage Rates	Moved language regarding reimbursement of higher mileage rate to Cost Benefit Analysis section
Transportation	Cost Benefit Analysis	Clarified the requirements throughout the entire section
Transportation	Commuting Mileage	Removed duplicative definition
Transportation	Base Point	Removed duplicative definition
Transportation	Public Transportation	Identified Uber and ride sharing services within policy

Section	Subsection	Change
Transportation	Air & Rail Tickets - Purchasing Options	Renamed the section to Canceled Air & Rail Tickets; moved purchasing information into Payment Options section
Transportation	Personal Use Aircraft Travel	Updated web link
Transportation	Car Rental Insurance	Updated car insurance language and definitions; clarified when car rental insurance is to be paid for and reimbursed; change to policy regarding travelers outside of the continental U.S.
International Travel	Per Diem Rates	Updated web link
DOA Contacts	Contacts	Contact Information update
Subject Cross References	Suggested Job Aids and Forms	Removed disclaimer note regarding Cardinal Job Aids