Policy memo:

Subject:	Travel & Entertainment Policy
Date:	September 2026
Department:	Business Office
Approved by:	CFO / President

This policy is subject to review, and may be changed (with the approval of the President) at any time. Any amendments / additions that have been approved will be included in a revised version of this document and posted on the University website.

Any exceptions to this policy must be approved in writing by the CFO.

This policy applies to all travel and entertainment relating to University business. Travel and entertainment that is not directly related to University business cannot be expensed. This policy also applies to client / guest entertainment when the costs are being covered by the University.

Policies outlined in the University's Credit Card policy document and the Procurement policy document also apply to expenses relating to Travel & Entertainment.

NOTE: Travel for fairs, conferences, speaking engagement, and other industry-gathering events is currently suspended, and expenses related to this travel cannot be expensed. Changes to this policy will be included in any updates to this document. This suspension does not apply to 'fairs' specifically relating to student-recruiting or other enrollment-related activities.

Business Travel:

Travel to and from the 'home' airport: If parking at the 'home' airport, only the cheaper long-term parking options can be expensed, short-term parking costs cannot be expensed. If it is more cost-effective to travel by taxi or ride-hailing services, only the low-cost options can be expensed (i.e., no 'comfort' or 'large-car' options).

Meals or snacks/coffee on the way to the 'home' airport cannot be expensed, and meals or snacks/coffee at the 'home' airport cannot be expensed.

Flights: Please be stewards of University resources when booking flights, and book early for the cheapest flight option to your destination. The University acknowledges that there is balance between cheaper options which require extended travel time, and the value of your time lost while traveling – the intention is to find the most cost-effective and time-efficient balance between the two.

Please book flights as far in advance as possible to secure the lowest possible rates.

All air travel must be in coach, or equivalent class. Business Class, First Class, or paid seating upgrades are not permitted.

All flights above a cost of $600 must be approved directly (by email) by the CFO.

Hotel / accommodation: Please be stewards of University resources when booking hotels or other forms of accommodation, and book the cheapest option that is convenient to your destination.

All hotels above a cost of $300 per night (before tax) must be approved directly (by email) by the CFO.

All multi-night or multi-destination trips with a total travel and accommodation cost above $1,000 must be approved directly (by email) by the CFO, in accordance with the University Procurement Policy.

Car hire: When traveling by car: Your own vehicle can be used, and mileage can be expensed, for trips of 150 miles or less. For trips of 150 miles or more, please evaluate the cost to the University of mileage expense compared to car hire, and use the cheaper alternative.

NOTE: It is the employees' responsibility to evaluate the relative cost of car hire vs. mileage expenses. Minor differences in cost can be justified at the employees' discretion – if in doubt, please consult your VP / Head of Department or the CFO.

Car rentals should be for a cost-effective vehicle. Luxury car rentals cannot be expensed (unless a free upgrade is available).

If it is more cost-effective to travel by taxi, Uber or other ride-hailing services at your destination, only the low-cost options can be expensed (i.e., no 'comfort' or 'large-car' options). Note that you cannot submit expenses for both car rental and taxi/ride-hailing services at your destination.

Mileage: If an employee travels using their own vehicle, mileage can be expensed based on the following rate:

76 cents ($0.76) per mile – in accordance with current IRS guidelines.

Mileage can only be expensed for approved off-campus business trips, and approved travel to campus for fully-remote employees. Mileage cannot be expensed for non-remote employees travel to campus.

Meals while traveling: There is a $68 per day meal budget when travelling ($16 for breakfast, $19 for lunch, $28 for dinner, $5 for incidentals – tips included), in compliance with Virginia State guidelines. If your hotel rate includes breakfast, please take advantage of this option and reduce the per diem spend accordingly.

Purchase of alcoholic beverages cannot be expensed, unless it is an approved client-event (see below), or sanctioned other event, and only with the prior approval of the relevant VP / Department Head.

If traveling with other University employees, and guests / clients are not included in a meal, all internal-only 'group' meal costs are subject to the same per diem rules as above, and each individual should pay for their meals separately, and submit expense claims individually.

Reimbursed / sponsored travel: If the costs of travel are to be reimbursed by an event sponsor, or specifically covered by a grant, then travel expenses have to meet the requirements of the

sponsor or grant, and cannot exceed the amounts provided by the sponsor or grant. If the sponsor or grant amounts are higher than the limits outlined above, these situations can be considered an exception to the above rules and limits.

In addition to cost-considerations, any travel that is to be reimbursed of paid for by an event sponsor or covered by a grant may have additional non-cost considerations and guidelines – it is the employees responsibility to abide by all of these considerations and guidelines.

Client / guest entertainment:

This policy applies to both travel entertainment, and non-travel entertainment.

'Clients / guests' are defined as anyone who is not a University employee, and is attending a meal or other event at the University's expense.

The cost of gatherings of University employees not on an approved business trip cannot be expensed, except events organized by the President's Office. See the University's Procurement policy for more detail.

All client / guest entertainment, regardless of cost, must be approved in advance by the relevant VP / Department Head.