

Office of the Attorney General of Virginia  
TRAVEL REIMBURSEMENT GUIDELINES  
OUTSIDE COUNSEL/CONSULTANTS

*Effective 08/28/08*

GENERAL:

- Fees & expenses will be reimbursed for travel time and/or mileage only when the attorney's travel exceeds 50 miles round trip, and will be reimbursed only if itemized with receipts or appropriate documentation in accordance with travel guidelines.
- Reimbursement for time during travel will be billed at 50 percent of the attorney's authorized rate and must be noted separately on the invoice as "travel time."

MILEAGE:

- Mileage rates are set in the current Appropriation Act (§4 – 5.04f). The current IRS rate is \$.585 per mile (effective 07/01/08). IRS rates (and their effective dates) may be found at the following site: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>
- Show date of travel, traveler's name, reason for travel, points of travel, distance traveled and mileage rate used for calculation.

RECEIPTS:

- All receipts must be original, or good quality (legible) photocopy (without redactions).
- Each day's expenses must be shown separately.
- Receipts are required for shuttle, taxi, parking and/or tolls which exceed \$10.
- If online methods are used to procure air and/or rail services, E-receipts and Boarding Passes are required for reimbursement. This travel must be approved prior to travel by supervising attorney.

LODGING:

- Lodging may be reimbursed when traveling overnight on official business.
- Lodging guidelines for In-State and selected Out-of-State cities are provided in the *Per Diem* Calculator at: <http://itde.vccs.edu/services/perdiem>
- Reimbursement for lodging is limited to actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges.

MEALS & INCIDENTAL EXPENSES ("M&IE"):

- All receipts must show date and detail of meals, purchase or service.
- If meal is for more than the traveler, the names of the additional parties must be noted on the receipt.
- M&IE expenses are reimbursed for OVERNIGHT official travel. There are no exceptions to the M&IE.
- Reimbursement for M&IE is limited to actual expenses incurred up to the guideline amount, and will only be made for purchases which are submitted with actual, valid receipts.
- If meal purchase(s) exceed *per diem* amount, reimbursement will be made at the *per diem* rate for the relevant location.
- The M&IE *per diem* must correspond to the location specified for the overnight lodging. The *per diem* calculator will compute this for you.

- On a travel departure and return day, 75% of the meals *per diem* are reimbursable and the *Per Diem* Calculator will compute this for you.
- When meals are provided at no cost in conjunction w/travel, the M&IE *per diem* must be reduced by the amount of applicable meal in the M&IE Rate Table. Meals provided must be noted, i.e., “lunch provided 3/19/08.”

**Traveler should use prudent judgment and remember that all travel expenses are open to the public and must be able to sustain the test of public review.**

All travel must comply with “State Travel Regulations.”

A complete copy is available at:

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335\\_122006.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335_122006.pdf)

*SAMPLE below:*

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2007

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The *Per Diem* Calculator is available at: <http://itde.vccs.edu/services/perdiem>

*SAMPLE below:*

### Commonwealth of Virginia Per Diem Calculator

How many days?

Where?

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- This page is provided as a service. Always refer to the official travel policy and your business office for definitive answers.
- Data on this page is based on the [Meals and Incidental Travel Expenses portion](#) of the [official state travel policy](#), as downloaded October 1, 2007 and applying to travel on or after October 1, 2007. The December 2006 revisions did not alter any Per Diem amounts, except in terms of rounding. See below.
- The [per diem calculator for travel prior to October 1, 2007](#) is still available.
- The calculations on this page reflect non-rounded amounts. Per the December 2006 revisions to the policy, rounding is optional - please check with your business office.
- [Privacy Policy](#)
- This page meets standards for accessibility for both [Section 508](#) and [WAI](#)

Please send any updates or corrections to [dcartertod@is.my.userid.atl.vccs.edu](mailto:dcartertod@is.my.userid.atl.vccs.edu).

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