

## 1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact §§ 14.1-5 and 14.1-5.2 of the Code of Virginia, relating to reimbursement*  
3 *for travel expenses while on the business of the Commonwealth.*

4 [S 926]

5 Approved

6 **Be it enacted by the General Assembly of Virginia:**7 **1. That §§ 14.1-5 and 14.1-5.2 of the Code of Virginia are amended and reenacted as follows:**

8 § 14.1-5. Traveling expenses on state business; public or private transportation.

9 *Pursuant to § 14.1-5.2, any person traveling on state business shall be entitled to reimbursement, as*  
10 *provided in § 14.1-5.2, for such certain of his actual expenses as are necessary and ordinarily*  
11 *incidental to such travel. If conveyance is by public transportation, reimbursement shall be at the actual*  
12 *cost thereof. If conveyance is by private transportation, reimbursement shall be at the rate as specified in*  
13 *the current general appropriation act of the Commonwealth. The members and employees of public*  
14 *school boards may be reimbursed for private transportation at a rate not greater than that which is*  
15 *authorized for persons traveling on state business hereunder. Whatever rate is paid, however, shall be the*  
16 *same both for board members and for employees of the board.*

17 § 14.1-5.2. Reimbursement for certain travel expenditures.

18 *Persons conducting official business of the Commonwealth shall be reimbursed for their reasonable*  
19 *and necessary travel expenditures; including but not limited to, meals, lodging, which shall include*  
20 *transportation as provided pursuant to in § 14.1-5, parking, and gratuities lodging. Receipts for lodging*  
21 *and transportation, if by other than privately owned automobile or state-owned vehicle, shall be*  
22 *submitted with any travel expense account presented to the Comptroller for payment. Transportation by*  
23 *common carrier shall be limited to the cost for travel by the most direct practicable route, and in*  
24 *amounts not exceeding those for tourist or coach class accommodations, if such accommodations are*  
25 *available. Persons conducting official business of the Commonwealth shall be reimbursed for the*  
26 *reasonable and necessary actual costs of meals, gratuities, and other incidental expenses. At the*  
27 *discretion of the governing authority, a per diem payment may be made in lieu of this reimbursement*  
28 *for meals, gratuities, and other incidental expenses. The Comptroller shall establish policies on travel*  
29 *expenses for all agencies in the executive branch of government. Policies on travel expenses for the*  
30 *legislative branch, judicial branch, and independent agencies shall be established by the appropriate*  
31 *governing authority.*