Accounts Payable: Travel Training

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OVERVIEW:

The purpose of this training is to provide the guidelines that must be followed by individuals when traveling on official Old Dominion University business. These guidelines should be made available to every University traveler since the Commonwealth of Virginia will reimburse only reasonable and necessary expenses incurred for official University business. Individuals are expected to exercise prudent judgment when making travel arrangements and expending University funds. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence, and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.

Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth’s citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

Old Dominion University is required to communicate State travel policies, regulations and procedures to all employees who travel on State business. Additionally, agencies must ensure that all travel expenses conform to the State travel regulations.

**IMPORTANT REMINDER:** It is Old Dominion University’s policy to adhere to Commonwealth of Virginia CAPP Manual Policies without regard to the Ledger being charged. These training materials comply with all CAPP Manual Policies and apply to ALL transactions without regard to whether they are charged to Ledger 1, Ledger 6, etc. Exceptions to the University’s published guidelines must be requested, and approved, IN ADVANCE, by the Assistant Vice President for Finance/University Controller or designee.

INDIVIDUAL TRAVELER’S RESPONSIBILITIES

Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud. Travelers can use the *Traveler’s Checklist for Overnight Travel* to supplement the policies and procedures contained on the Office of Finance website.

APPROVAL OF TRAVEL-RELATED DOCUMENTS

Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.
TRAVELER’S CHECKLIST FOR OVERNIGHT TRAVEL (Ensuring Compliance with Commonwealth Travel Regulations) – 03/24/2016

Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. This checklist is intended to serve as a supplement to the full travel policies, procedures and regulations which are available on the Office of Finance web site. Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures. Failure to follow the travel guidelines could result in a reduced reimbursement or delayed processing of your reimbursement request. Travelers are also reminded that submitting a false claim for reimbursement constitutes fraud. Do you need more information regarding travel? Please refer to the travel policies and procedures.

Actions and Forms that need to be completed PRIOR to overnight travel:

1. Have you completed the AP Direct Deposit Form? Required for reimbursement.

2. Have you completed the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form tab of the Consolidated Travel Form if you are a student and you do not have a Chrome River account? All employees must submit a Pre-Approval Request in Chrome River. Required for all international travel. **

3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging? Refer to the U.S. General Services Administration (GSA) CONUS or OCONUS rates available on the Office of Finance website. If yes, complete the Request for Pre-Approval-Excessive Lodging tab of the Consolidated Travel Form OR include justification in the Comments section when submitting the Expense Report. In Chrome River, the Lodging Exception Request or the Expense Report will automatically be routed to the BUD or Assistant Vice President for Finance/University Controller for approval of excess lodging after the trip is completed. **

4. Are you Traveling Out of the Country? If yes, students who do not have a Chrome River account must complete the out of country tab of the Consolidated Travel Form. All employees must submit the Pre-Approval Request in Chrome River. Approval must be obtained from the Provost IN ADVANCE of your travel. The Pre-Approval Request submitted to the Provost will automatically be routed to the Provost. Please attach complete trip information when submitting a request to travel out of the country. **

5. Do you need a Travel Advance? If yes, students who do not have Chrome River accounts must complete the “Request for a Travel Advance and Summary of Travel Expenses form” located on the Office of Finance Web Site. All employees must submit the Travel Advance request in Chrome River.

6. Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance web site.

** PAPER PROCESS - The original signed form must be attached to the reimbursement request after travel is completed. **

Actions required WHILE in overnight business travel status:

1. Keep receipts and accurate records (refer to Travel Policies and Procedures on the Office of Finance web site for details).

Actions required AFTER overnight business travel completed

1. Submit the Travel Expense Reimbursement Voucher (Travel Reimb tab of the Consolidated Travel Form) or Expense Report in Chrome River to your supervisor within sixty (60) calendar days. If you obtained a travel advance, you must submit your Travel Expense Reimbursement Voucher or Expense Report in Chrome River within fourteen (14) calendar days of completion of the trip for which an advance was obtained.

2. Did you do the following?
    a. All International Travel – Did you obtain approval in advance? Did you complete the appropriate section on the Travel Estimate tab? Required for students who do not have Chrome River accounts. All employees must submit the Pre-Approval Request in Chrome River.
    b. All International Travel - Did you attach the original “Travel Estimate/Excessive Lodging/Out of Country Approval Form” to your paper travel expense reimbursement voucher or Pre-Approval Request to the Expense Report in Chrome River, if the trip involved international travel?
    c. All International Travel - Did you attach a copy of the international rates in effect for the time of travel? Be sure to use a current web browser to access this site - http://oaprals.state.gov/web920/per_diem.asp - required for students who do not have Chrome River accounts. Allowable rates automatically populated in Chrome River.
    d. All International Travel - Did you submit your travel expense reimbursement voucher in U.S. Dollars and attach a copy of the currency conversion calculator you used? Required for students who do not have Chrome River accounts. Foreign currency amounts are automatically converted in Chrome River.
    e. Did you receive a Travel Advance? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher. Required for students who do not have Chrome River accounts. All employees must submit an Expense Report in Chrome River to record all travel expenses incurred for the trip, including the expenses that were covered by the travel advance.
    f. Did you document Commuting Mileage on the completed travel expense reimbursement voucher or Expense Report?
    g. Did you list each day’s expenses separately?
    h. Paper Process - Is the individual approving your travel expense reimbursement voucher on the authorized signature list?
    i. Paper Process - Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
    j. Did you attach the required supporting receipts?
    k. Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?
    l. Are you seeking reimbursement for any items that could be procured with the PCard? If yes, record the payment method and last 4 digits of credit card number on the receipt or in the Comments section on the Expense Report, if applicable.
    m. Paper Process - Did you sign and date your travel expense reimbursement voucher? In ink?
    n. Paper Process - Did your supervisor sign and date your travel expense reimbursement voucher? In ink?
**OBJECTIVES:**
From this training session you will learn about:
- Electronic reimbursement (required for all travel)
- Travel Teams
- When advance approval is required (and the forms needed)
- How to obtain approval for lodging amounts in excess of approved guidelines *(required after travel occurs)*
- How to obtain approval for out-of-country travel *(required before travel occurs)*
- Who may apply for a Corporate Travel Charge Card
- How to use the Corporate Travel Card (including limitations and exclusions)
- How to request travel advances (including completion of forms)
- When to use your personal vehicle/what the reimbursement rate will be
- Meal and lodging per diem guidelines
- What form to use for business meals
- Travel sub-object codes
- How to complete and submit a travel reimbursement voucher
- Automated Expense Report
- Common reasons travel vouchers are returned/reduced
- After submission, what happens?
- Who to contact with questions

**TRAVEL PROCESSING TEAMS**
Each University department is assigned a specific travel processor to allow for better communications between Accounts Payable and departments as well as a more thorough understanding of the unique business operations of each unit. Prepayments are also handled by your Travel Team.

| BIG BLUE TEAM – Claudia James |  |
| Academic Skills Development | Auxiliary Enterprises | Budget Office |
| Information Technology Services | Construct & Procure Services | Counseling Services |
| Facilities Management | International Programs | Intercollegiate Athletics |
| Public Safety | Recreational Sports | Student Housing & Residence Life |
| University College | Office of Finance | VP Academic Affairs |
| VP Admin & Finance | Office of Registrar | |

| MONARCH TEAM – Cecilia Turnbull |  |
| Admissions | Financial Aid | VP Human Resources |
| Institutional Advancement | Institutional Equity | VP for Research |
| Vice Provost Distance Learning | VP SEES | AVP Academic Services |
| Library | President | Enrollment Services |

| LION TEAM – Jay Hunemuller |  |
| College of Arts & Letters | College of Business | College of Health Sciences |
| College of Sciences | College Engineering & Technology | College of Education |
DEFINITIONS

Agency Head or Designee. An agency head is the officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution. A designee is any other person appropriate designated to act on behalf of the agency head. Such designation must be approved by the agency head in writing and retained on file within the agency. All designee signatures on a reimbursement voucher must be identified as a “designee Signature.” Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.

Base Point. Place, office, or building where the traveler performs his/her duties on a routine basis.

Commuting Distance. Round-trip distance traveled routinely by the employee between his residence and his base point.

Commuting Mileage. Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled work day is considered commuting mileage. An employee can have only one assigned base point. Commuting mileage and other commuting costs incurred on normal workdays are considered personal expenses and are not reimbursable.

Commuting Status. Period of time in which an employee is routinely traveling between his residence and his base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable.

Exempt Agency. A State agency that does not fall under the Executive Branch of State government or whose enabling legislation establishes the organization as a separate political subdivision of the Commonwealth.

International Travel. International travel consists of all travel to areas outside the 48 contiguous United States. Please note that Alaska and Hawaii are considered international destinations, even though they are part of the United States. You must obtain advance approval prior to traveling to non-foreign, non-contiguous locations.

Non-State Employee. Any individual who is not employed by the State, but who is conducting State business, including a member of any board or commission.

Official Station. The area within a 25-mile radius of an employee’s designated base point.

Sponsored Programs. Programs funded by revenue derived from grants and contracts.

Travel Estimate/Pre-Approval Request. Required in advance for international travel.

Travel Expense Reimbursement Voucher OR Travel Expense Report. Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation (including itemized, original hotel bills and receipts as required) provides support for reimbursement of travel expenses.

Travel Routing. Travel routing, whether by public transportation, privately-owned vehicle, State-owned vehicle or for-hire conveyance, shall be the most direct practicable route.

Travel Status. Travel outside an employee’s official station.

Trip. Any period of continuous travel between when the traveler leaves his residence or base point and returns to his base point.
ELECTRONIC TRAVEL REIMBURSEMENTS

The Appropriations Act requires that employees who submit travel vouchers be reimbursed electronically. This mandate is an integral part of the statewide effort to reduce administrative costs. To ensure full compliance with this law, all employees must sign up for direct deposit of travel reimbursements.

Old Dominion University can no longer issue travel reimbursements to ODU employees via check.

All travel reimbursements for ODU employees will be issued through direct deposit.

Students, visitors and non-employees receive check reimbursements.

IF YOU PLAN TO TRAVEL

- Complete an AP Direct Deposit Enrollment Form (sample form next page) if you have not already done so
- Submit the form (along with a voided check with your bank’s imprinted account number) to Linda Wallace in Accounts Payable
- The form is available from the Office of Finance website under Forms.

No AP Direct Deposit Enrollment Form on File?

Automated Process

The traveler will receive a warning message if the direct deposit is not on file when submitting a request for reimbursement in Chrome River.

- Students may respond to the warning message indicating that students are not required to have AP direct deposit.
- Employees must submit the AP Direct Deposit form to AP Audit.
  - AP Audit will email the traveler once the AP Direct Deposit form has been processed.
  - The traveler can submit the reimbursement in Chrome River on the next day after the email notification is received from AP Audit.

Banking Information Change?

If your banking information changes, please submit another form with the new account information so travel reimbursements can be deposited to your correct bank account.

Payment Processing

If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is five (5) business days from receipt of a complete and accurate voucher. Vouchers processed by the travel processor by Tuesday should be deposited by Friday (if processed after Tuesday, the funds will be deposited on Wednesday of the next week) as long as the voucher is submitted correctly.
ACCOUNTS PAYABLE DIRECT DEPOSIT FORM

RETURN FORM TO:
Accounts Payable, Office of Finance
Alfred B. Rollins Hall
Norfolk, VA 23529-0045

[ ] Please have my travel/small business expense directly deposited to my account at the financial institution shown below. I agree to submit a new AP Direct Deposit Form immediately if there are any changes to the banking information so that travel/small business expense reimbursements paid to me are not disrupted.

1. ENTER EMPLOYEE’S INFORMATION (Please type or print clearly)
   UIN (University Identification #)   NAME (LAST, FIRST, MIDDLE)   TELEPHONE NUMBER
   ___________________________   ___________________________   __________________

2. ENTER BANKING INFORMATION (Please complete fully)
   BANK NAME   BRANCH ADDRESS
   ___________________________

   [ ] ESTABLISH   [ ] CHECKING
   [ ] CHANGE   [ ] SAVINGS

> ATTACH HERE <
Please staple a voided blank check that contains both the bank’s imprinted routing number and your personal account number. (Required)

I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

EMPLOYEE’S SIGNATURE ___________________________ DATE: ______________

Send completed form to Linda Wallace in Accounts Payable Audit (lwallace@odu.edu)

FOR OFFICE USE ONLY
Accounts Payable Audit [ ]
Function: ADD_____   DELETE_____   CHANGE_____
Keyed by___________   Date____________   Reviewed by___________   Date____________

General Accounting [ ]
Function: ADD_____   DELETE_____   CHANGE_____
Keyed by___________   Date____________   Reviewed by___________   Date____________

Revised 06/23/2015
TRAVEL PLANNING
CONSOLIDATED TRAVEL FORM

If allowed to use the hard-copy form, all travelers must use the latest version of the Consolidated Travel Form (ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form) available on the Office of Finance website under Forms.

http://www.odu.edu/content/dam/odu/offices/finance-office/docs/consolidated-travel-form.xls

The Consolidated Travel Form includes the following information in one Excel spreadsheet and links the information.

- **Travel Estimate Tabs - ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form**
  - This form must be completed in advance of any OVERNIGHT travel. The section for excessive lodging must be completed only if lodging costs exceed the published guidelines. Out of Country travel approval is required for all travel outside the United States (full details of international travel must be attached). Certain information on this form links to the Travel Expense Reimbursement Voucher if macros are enabled.

- **Travel Reimb Tab - Travel Expense Reimbursement Voucher**
  - This form is used to request reimbursement for expenses incurred as a result of University travel and must be submitted within 60 calendar days upon return.

- **Travel Reimb Cont Sheet Tab (2 continuation sheets available)**
  - these tabs are used when expenses won't fit on the Travel Expense Reimbursement Voucher.

- **Per Diem M & L Rates tab**
  - provides current meal per diems table

- **Required cell info - error messages (defines required fields)**

Screenshot of Form:
HELPFUL TIPS & TRICKS: The file is divided into different sheets (tabs) that appear across the bottom of your screen – each sheet shows the revision date in the upper right hand corner. Use the most recent file – available on the Office of Finance website under Faculty/Staff forms.

If you cannot see the sheet tabs, be sure that the file itself is maximized.
Travel Estimate/Excessive Lodging/Out of Country Approval Form

Use this form to 1) to provide an estimate of travel expenses and 2) to request approval for all overnight travel, involving employees, students, visitors, and other business associates. It must be submitted to the Department Head for approval 1) Prior to incurring overnight travel expenses.

2) When the lodging exceeds the allowable rate for the area traveled or 3) When travel will be out of the country.

After approval is granted, a copy of this form must be attached to the travel expense reimbursement vouchers including registration and hotel payments, and attached to the PCard log maintained by the department, when approved.

Name of Traveler: ___________________________  UIN (ODU employees): _______  Budget Code: _______

Traveler Phone: ____________________________  Faculty  ☐  Staff  ☐  Student  ☐  Other  ☐  [ODU employees]

Department: ________________________________

Destination(s): ______________________________

Travel Departure Date: ________________________  Travel Return Date: ________________________

Contact Name: ________________________________  Contact Phone: ____________________

PURPOSE OF TRIP

☐ Conference  ☐ Presentation  ☐ Extraditions

☐ Athletics  ☐ Investigations  ☐ Field Work

☐ Recruitment  ☐ Education  ☐ Other (Explain)

"**IF MORE THAN 3 EMPLOYEES REQUEST APPROVAL TO TRAVEL TO THE SAME LOCATION/EVENT, A STATEMENT DOCUMENTING THE BUSINESS NECESSITY MUST BE KEPT IN THE DEPARTMENTAL FILES.**"

Estimated cost for:

Transportation: $0.00  Lodging: $0.00

Meals: $0.00  Conf/Convention Registration Fees: $0.00

Training or Course Fees: $0.00  Other: $0.00

Total Estimated cost: $0.00

LODGING EXCEPTION REQUEST (Required when lodging exceeds allowable rate

Approval by the Assistant Vice President/University Controller required)

Hotel Name: ____________________________  City and State of hotel: _______________________

Actual Hotel Rate: $____________

Allowable Guideline Amount $____________

Maximum Excess (100% of above): $____________

Total (including excess allowed) Less Tax: $____________

Tax Rate ______ %  Tax Amt: $____________

Total including Tax: $____________

[Accounts Payable Use Only]

Complete this section when lodging exceeds allowable rate - must be approved by the BUD or Assistant Vice President/University Controller after the trip.

JUSTIFICATION for excessive lodging rate:

☐ Conference Hotel over maximum travel guidelines (staying at another hotel would require car rental)

☐ No other hotel rooms available within reasonable distance from where business is being conducted for the Commonwealth.

☐ Conference hotel booked -- new hotel recommended.

☐ Other (please explain) ____________________________

Agency Designee Signature (ODU or Assistant VP for Finance/University Controller): ____________________________  Date: ________________________

TRAVEL REQUEST SIGNATURES/APPROVALS

TRAVELER: ____________________________

DEPT. HEAD OR DESIGNEE: ____________________________

PROVOST/ACADEMIC AFFAIRS ☐ REQUIRED FOR OUT OF COUNTRY TRAVEL - IN ADVANCE OF TRAVEL - INCLUDE DETAILS OF INTERNATIONAL TRAVEL.

Provost/VP Academic Affairs must approve out of country travel - in advance of travel - include details of international travel.

"****Please attach complete trip information when submitting a request to travel out of the country.****"
TRAVEL ESTIMATE

(Travel Estimate tab of the Consolidated Travel Form or Pre-Approval Request)

**University Employees**

Employees must prepare an estimate of the total cost of any proposed international travel and obtain approval prior to travel. Complete the Travel Estimate tab of the Consolidated Travel Form or complete a Pre-Approval Request in the automated system.

Deans and directors reporting directly to a vice president are authorized to approve the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.

**Approval signatures** - the traveler and the dean/director both must sign the request form in advance of the travel for international travel. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve – the approver must be on the signature list.

If lodging exceeds the allowable guideline, the authorized BUD or Assistant Vice President/University Controller must approve the Lodging Exception Request or automated Expense Report after the trip (refer to LODGING EXCEPTION REQUEST for more details).

If travel is out of the country, the Provost/ Vice President for Academic Affairs must sign in advance of travel (refer to INTERNATIONAL TRAVEL APPROVAL for more details).

**Visitors and Other Non-ODU Employees**

**Enrollment in Chrome River for Non-Employees** – In order for non-employee travel reimbursements to be processed, individuals must be 1) set up in Banner as a vendor with a University Identification Number (UIN) assigned and 2) then set up in Chrome River to receive reimbursements. All non-employees must complete the Chrome River Enrollment Form for Non-Employees (full information is contained on the Filing Reimbursements webpage): [http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements](http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements)

A COV Substitute W-9 and the Chrome River Enrollment form for Non-Employees must be submitted to W-9@odu.edu to set up the non-employee account if the non-employee name is not listed on the payee list when preparing the non-employee Expense Report in Chrome River.

**Direct Billed to ODU using an eVA purchase order** – For interview candidates, athletic recruits, guest lecturers, and other non-employees, lodging expenditures can be direct billed to ODU using an eVA purchase order. The Pre-Approval Request is not required, BUT the eVA purchase order must clearly state that the lodging is for a non-ODU employee. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).

**Reimbursed via Chrome River Expense Report** – For interview candidates, athletic recruits, guest lecturers and other non-ODU employees lodging expenditures not direct billed and any other travel expense that is to be reimbursed should be done on an Expense Report. However, the Pre-Approval Request is not required. The Expense Report should be completed by the ODU employee designated to input non-employee reimbursements. The Expense Report will automatically be routed to the supervisor for approval. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).
Independent Contractors – Generally, independent contractors should not be reimbursed separately for travel expenditures via the Chrome River Expense Report. Travel expenditures should be included as part of the contract.

All required information must be entered. Failure to provide required information will prevent the form from printing if macros are enabled.

HELPFUL TIPS AND TRICKS: To print the travel estimate or the travel reimbursement form, you must complete all of the required fields for that particular form. The "Required Cell Info" tab will provide you with the names of the required fields. Unless all required cell information is entered, you will NOT be able to print the form.

Travel Estimate worksheet

General User Information:
- Name of Traveler (cell E10)
- Traveler’s Phone Number (cell E11)
- UIN (ODU Employees) (cell J11)
- Department (cell E12)
- Budget Code (cell K12)
- Destination(s) (cell E13)
- Travel Departure Date (cell E14)
- Travel Return Date (cell I14)
- Contact Name (cell E15) – REQUIRED
- Contact Phone (cell K15) – REQUIRED

Estimated Cost (fill in those applicable to the overnight travel):
- Transportation (cell E26)
- Lodging (cell E27)
- Meals (cell E28)
- Conference/Convention Registration Fees (cell E29)
- Training or Course Fees (cell E30)
- Other (cell E31)

Lodging Exception Request:
- Complete this section when lodging exceeds the allowable guideline amount.
- Must be completed and approved after the trip by the authorized BUD or the Assistant Vice President/University Controller.

Travel Request Signatures/Approvals:
- Traveler must sign
- Department head must sign (must be on authorized signature list) – Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.
- Provost/VP for Academic Affairs must approve in advance for out of country travel. You MUST attach complete trip information when submitting a request to travel out of the country.

Total cost includes lodging, meals, conference registration, and any other travel costs or course fees, regardless of the payment method. Payments processed via purchase order or PCard are not reimbursable expenses for a traveler, but must be included in the cost estimate or automated Pre-Approval Request, if required.

For planned travel, the traveler must be able to demonstrate, with documentation, that a reasonable effort was made to secure the most cost beneficial means of travel for the Commonwealth.

Paper Process - If you plan to request a travel advance, you must attach a copy of an approved ODU Travel Estimate to the advance, if the trip involves international travel.

Automated Process – If using the automated Chrome River system, the travel advance request must be submitted electronically. The Pre-Approval Request must be attached to the advance requested in Chrome River if the trip involves international travel.

If a prepayment is processed for a travel expense (i.e. hotel), a copy of an approved ODU Travel Estimate or copy of Pre-Approval Request, if the trip is for international travel, is required. The original, signed ODU Travel Estimate form must accompany the Travel Reimbursement Voucher for all international travel.
LODGING EXCEPTION REQUEST (Rates in Excess of Published Guidelines)

Approval must be obtained after the trip by completing the Lodging Exception Request section of the Travel Estimate tab or by submitting the Expense Report in Chrome River.

Budget Unit Directors are responsible for ensuring travelers understand their responsibilities for making a good faith effort to secure lodging within the published guidelines before requesting exceptions.

For all official State business-related travel, the BUD or the Assistant Vice President/University Controller is authorized to approve reimbursement after the trip for lodging up to 100% over the guidelines, when circumstances warrant, in all instances where approval for excessive lodging is requested. As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g., taxi or rental car expense avoided) between a non-conference hotel and the conference location.

Dividing the hotel rate by the number of persons staying in room for purposes of justifying rates that exceed the lodging guidelines is not permitted (see Lodging Accommodation Guidelines for more details).

Only the Commonwealth of Virginia Comptroller’s designee (Director of General Accounting) may grant exceptions for expenses exceeding 100% over the guidelines.

Such approvals must be attached to the voucher or Chrome River Expense Report when submitted for reimbursement.

Requests for such exceptions must include sufficient documentation showing alternative cost comparisons that justify the exception. The cost comparison must include the name and complete address of the hotels, including zip code, used for the cost comparison.

Failure to attach this cost comparison will result in the form being returned without action.

Requests for expenses exceeding 100% over the guidelines must be reviewed, evaluated, and approved by the Office of Finance prior to sending it to DOA. The Office of Finance is responsible for sending these requests to DOA.

Exceptions exceeding 100% must be approved in advance for lodging. Please be sure to submit the lodging exception requests that exceed 100% over the guidelines (paper requests or automated requests) early enough to allow for the approval process to be completed. Failure to complete requests timely could delay reimbursement.

All such exceptions up to 100% over lodging guidelines will be approved by the BUD or Assistant Vice President for Finance/University Controller after the trip.
**Excess Lodging Approvals**

**Paper Process** – The **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form** (Lodging Exception Request section of the *Travel Estimate* tab) must be completed and attached to the paper Travel Expense Reimbursement Voucher in **all instances where approval for excessive lodging is requested (for rates exceeding 100% over the guidelines)**. Send requests to Accounts Payable. AP will obtain the Assistant Vice President/University Controller’s signature and forward forms to DOA if necessary for approval.

Departments are notified via email when the form has been approved. Departments may elect to leave the approved form in Accounts Payable for processing when travel has been completed or may claim the approved form *in person* and resubmit for processing when travel is completed.

You must attach the completed and approved **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form** to the Travel Expense Reimbursement Voucher when filed (or indicate that this form was retained in Accounts Payable after approval).

**Automated Process** – The Expense Report will automatically be routed to BUD or the Assistant Vice President for Finance/University Controller for approval of the excess lodging after the trip.

- Ensure the justification for the excess lodging is shown in the *Comments* section.
- Ensure the actual hotel rate and hotel taxes are shown on separate lines using the Expense Types for Lodging and Lodging Taxes, respectively.

**Lodging expenses incurred beyond approved amounts will NOT be reimbursed. In such cases, taxes and surcharges will be prorated based on the appropriate rate only.**

**Calculating taxes/surcharges to be reimbursed when hotel lodging rate is reduced**

To figure the amounts to be reimbursed when taxes and surcharges must be pro-rated based on the approved rate, use the following information:

<table>
<thead>
<tr>
<th>Line A</th>
<th>Daily hotel rate shown on hotel bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line B</td>
<td>Total of daily taxes shown on hotel bill</td>
</tr>
<tr>
<td>Line C</td>
<td>Allowable hotel rate per guidelines</td>
</tr>
<tr>
<td>Line D</td>
<td>Percentage of allowable taxes (Line B divided by Line A) %</td>
</tr>
<tr>
<td>Line E</td>
<td>Allowable taxes to be reimbursed (Line C multiplied by Line D)</td>
</tr>
<tr>
<td>Line F</td>
<td>Total reimbursable lodging and taxes (Line C + Line E)</td>
</tr>
</tbody>
</table>

The Department of Accounts performs a yearly audit of agency travel expenditures to ensure that exceptions appear reasonable and appropriate.
INTERNATIONAL TRAVEL APPROVAL (Out of Country Travel)

In addition to all other policies set forth in published travel policy, the following additional policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.

Advance Approval Required IN WRITING

If a traveler is required to leave the country (or travel to non-foreign, non-contiguous destinations) on University business, the written approval of the appropriate vice president and the provost or the president must be obtained prior to the beginning of the trip. (When requesting approval for out-of-country travel, please attach complete trip information.)

Timing - It is recommended that this approval be obtained at least 30 days in advance of travel.

Obtaining Approval

Paper Process (Travel Estimate tab of the Consolidated Travel Form) - To obtain prior approval for international travel, the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (Travel Estimate tab of the Consolidated Travel Form) must be completed. The form must be completed in its entirety, signed by the traveler, the authorizing budget unit director, the appropriate vice president, and the provost or president. You must attach complete trip information when submitting a request to travel out of the country.

Automated Process – Input a Pre-Approval Request in Chrome River. The request will be automatically routed to the immediate supervisor, authorized BUD, and Academic Affairs for approval.

Additional Guidelines for International Travel

Specifically, airline travel cannot exceed the rates charged for tourist/coach class fare except as follows:

With careful consideration of the reasonableness limitations specified in these regulations, the approving authority may grant permission for business class travel under the following circumstances:

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher/Expense Report) or
- For travel to Western Europe if the business meeting is conducted within three hours of landing, or
- For transoceanic, intercontinental trips of more than eight hours, or
- If the traveler pays the difference.

NOTE: Reimbursement for first-class air or rail travel is prohibited. Premium coach seating is not reimbursable.

- Boarding passes are required for all air and rail reimbursements.
- If a Travel Advance is requested, a photocopy of the completed and approved ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be attached to the advance form before the advance can be processed.
- If the travel advance is submitted in Chrome River, attach the Pre-Approval Request.
- Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act. However, if a higher personal mileage rate is justified, a request for approval must be sent to the Accounts Payable Manager so that approval from Richmond can be obtained.
**International Per Diem Rates (Lodging and M&IE)**

Foreign travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas. Please note that for non-foreign, non-contiguous destinations (i.e., Alaska and Hawaii) you must use the Other Per Diem rates that are found on the link shown below.

Travel per diem rates for cities and countries **outside the 48 contiguous states** can be found at the web address below. Choose the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for Foreign Areas. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site (see example screen shot).

https://aoprals.state.gov/web920/per_diem.asp

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**IMPORTANT REMINDERS REGARDING INTERNATIONAL TRAVEL:**

**PAPER PROCESS**

Printouts of appropriate per diem rates for the time of travel **must be** attached to the travel voucher for reimbursement.

Each receipt must be converted to U.S. dollars and English – tape the receipt to an 8 ½ X 11 sheet of paper and write the conversion information next to the appropriate receipt.

You **MUST** submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use.

You can find today’s rate at this site:  http://www.xe.com/ucc/

To find a historic rate or Average Rate for Extended Trip:  http://x-rates.com/cgi-bin/hlookup.cgi

Upon completion of the out-of-country travel, a **Travel Reimbursement Voucher form** must be submitted in U. S. Dollars. The **original** (approved) ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be attached along with all other required receipts.

If the department elected to leave the approved form in Accounts Payable, please note this on the voucher.

**AUTOMATED PROCESS**

The Chrome River system will automatically convert the foreign currency to U.S. Dollars.

Printouts of the currency conversion rates and calculator tapes are not required.

Printouts of the per diem rates in effect are not required.
Find the appropriate travel per diem rates for travel outside the 48 contiguous states.

Select “Foreign Per Diem Rates by Location” for foreign locations.

Select “Other Per Diem Rates” for non-foreign, non-contiguous locations outside the continental United States - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States.
SPONSORED PROGRAM FUNDS (Exceptions to the Meals and Lodging Guidelines)

All travel reimbursements for meals, lodging, airfare, etc. funded solely from sponsored program funds are governed by the terms and conditions of the individual grant or contract. You must attach a copy of the terms and conditions of the grant/contract related to travel. If the grant or contract is silent regarding these monetary reimbursements, the limitations in these regulations will apply. In all cases, administrative requirements cited in these regulations must be followed.

*Solely funded* means charged 100% to the grant or contract.

What if funding is split between Commonwealth and grant or contract sources? If funds to cover the travel come from Commonwealth and grant or contract sources, the maximum allowable lodging and M&IE per diem rates in these regulations apply.

Statement Required on the Travel Expense Reimbursement Voucher or automated Expense Report - Please remember that the words “Sponsored Program” should be clearly stated on the reimbursement voucher or Expense Report. If the words “Sponsored Program” are not clearly stated on the reimbursement voucher or Expense Report, then reimbursement for travel expenses will be made based on the Commonwealth’s published rates contained in these guidelines.

USING THE INTERNET TO PURCHASE TRAVEL SERVICES

In addition to all other policies set forth in published travel policies, the following policies must be adhered to when using the Internet to purchase travel services.

Usage of the Internet to purchase travel services is allowed. Use prudent judgment when choosing an Internet travel service site. A cost/benefit analysis must be performed prior to purchasing services via the Internet to ensure that it is cost beneficial for the Commonwealth. The traveler must comply with all procurement guidelines.

Payment Methods When Purchasing Travel Services via the Internet

When paying for services via the Internet, the following methods may be used:

**Travel Charge Card**: may be used for all types of travel-related purchases (reimbursement not available until travel is completed).

**Purchasing Card (no reimbursement to traveler)**: may only be used for transportation tickets (i.e., rail, air, bus) and conference registration fees. Before using your PCard for transportation or conference registration fees, you must contact the PCard Program Administrator to have travel restrictions lifted. (Do not claim this on the travel expense reimbursement voucher.) Be sure to include these expenses on the Estimated Cost of Proposed Travel or automated Expense Report, if required. Expense paid by PO or on the PCard can be recorded on the Expense Report if the box indicating “paid on PO or PCard” is checked, so the expense will be excluded from the reimbursement.

**SPECIAL NOTE**: Please note that airline travel regulations state that passengers with electronic tickets purchased using a charge card may be asked to produce the card at check-in if the traveler chooses Express Key Check In. A cardholder purchasing a ticket for another traveler must ensure that a paper ticket is issued to avoid a problem at check-in.

**Personal Credit Card**: reimbursement not available until travel is completed
Additional Documents to Submit (travel services purchased via internet)
In addition to all other documents required by travel policy, the following supplementary documents must be submitted with the Travel Expense Reimbursement Voucher or the automated Expense Report when you have purchased services via the Internet:

- **Hardcopy final page (payment page) from Internet showing total cost and confirmed service (failure to do so will delay reimbursement).**
- **Cost/benefit analysis** showing that the Internet purchase saved money for the University. Some Internet sites charge a fee for their services so the cost/benefit analysis would need to take these charges into account.
- **Confirmation** from the hotel of actual lodging costs since an invoice may not be created if the Internet travel provider is paid in advance. (For example, when purchases are made on Priceline.com, the employee may have to pay for hotel services with a travel charge card at the time of booking. In that case, a typical hotel bill will not be produced since the hotel has been paid via other means. Therefore, the employee would need to obtain another type of confirmation of actual lodging costs. **The traveler is responsible for obtaining this information and submitting it with the travel reimbursement request.**)
- **Airline confirmation** - either ticket stub or boarding pass (for e-tickets) - of the type of ticket purchased (i.e., coach, business). **Failure to provide this confirmation will delay reimbursement. Boarding passes are required for all air and rail reimbursements made directly to an employee.**

**CONFERENCES, CONVENTIONS, SEMINARS AND TRAINING WORKSHOPS**

**Travel by more than three employees to single travel destination**
To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be approved in advance by the Agency Head or designee. The Budget Unit Director’s signature on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (Travel Estimate tab of the Consolidated Travel Form) certifies business necessity and meets this requirement.

A statement documenting business necessity must be maintained in departmental files for audit purposes.

**Automated Process** - The Pre-Approval Request is only required for international travel. The traveler must select “yes” from the drop-down box if there are multiple travelers.

This includes travel of presenters as well as attendees.

**These provisions apply to daily as well as overnight travel.**

Where it is determined that a seminar, workshop, or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio or video teleconferencing where these options may be more cost-effective. In selecting locations for meetings, agencies shall give first preference to State-owned facilities.

**Payment Note** – Refer to Conferences (Registration Fees).
GENERAL TRAVEL INFORMATION

Public Transportation includes:
- Rental Car
- Plane
- Train
- Bus
- Taxi or Shuttle and other “for hire transportation”

Public transportation rates must not exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher and must indicate method of payment. If payment was made by credit card, please provide the type of credit card and the last 4 digits of the card number on the receipt. Because of the liquidity of air and rail tickets, any unused portions must be returned to the agency for credit.

Premium Coach Airline Seating – Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable.

Charges for changes to tickets/reservations to accommodate personal comfort, convenience or taste are not reimbursable. Change fees must be explained fully on the travel expense reimbursement voucher.

For Hire Transportation - For Taxis, shuttle vans and other forms of “for hire transportation,” receipts are required only if the reimbursement claim exceeds $75. Additionally, travelers must identify a reason for the necessity of the “for hire transportation” on the travel expense reimbursement voucher or automated Expense Report.

Day trips/gratuities for taxi/shuttle (no per diem reimbursed). For all trips, a maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the fare and the amount of the tip. Receipts are not required for the tip reimbursement.

An eVA PO or Authorization for Payment (PA01) form, if applicable, is required for purchase of travel tickets for all direct billings by travel agencies. Rates for air and rail tickets should not exceed those charged for tourist or coach class. Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable. Travelers have the following options available for the purchase of air and rail tickets.
Payment Options for Purchasing Transportation Tickets

- **eVA** – preferred method. *No reimbursement to individual.* Attach a copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or automated Pre-Approval Request to your file copy, if the trip involves international travel or if required.

  **Reminder about e-tickets** - Departments should complete e- Receivers for travel tickets as soon as the traveler receives the e-ticket/itinerary via email (within 3 work days). The email date for the e-ticket is the date you received the ticket.

- **Corporate Travel Card** (in the name of the individual traveler).
  *Reimbursement not available until travel is completed.* The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.

- **PCard (purchasing card)** – be sure to include these expenses on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or the Pre-Approval Request, if required. *No reimbursement to individual. Cardholder must first complete a “Travel Exception Form.” Contact the PCard Program Administrator for additional information.*

- **Personal Charge Card**
  *Reimbursement not available until travel is completed.* The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.

**IMPORTANT NOTES:** If an individual chooses to use the Corporate Travel Card or a Personal Charge Card to obtain air or rail tickets, reimbursement is available by submission of the Travel Expense Reimbursement Voucher or automated Expense Report after the travel is completed.

Individuals using the PCard or eVA to purchase air/rail tickets should NOT request reimbursement for these expenses.

**Nonrefundable airline tickets** should be purchased only when you are reasonably sure that the travel will occur as planned. Budget Unit Directors should implement departmental procedures to minimize the occurrence of unused tickets or increased costs based on changes in travel needs.

**Travel credits, reduced rates, or free services** (i.e., frequent flyer mileage) received from public travel facilities (i.e., airlines, car rental agencies, motels, etc.), for whatever reason, **accrue to the Commonwealth.** Any such credit, reduced rate, or free service must be reported to the Assistant Vice President for Finance/University Controller and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.

**IMPORTANT NOTE:** Please remember that only the cardholder of the Travel Card or the PCard is authorized to make charges on the associated card. In addition, if an individual chooses to use the Corporate Travel Card or a personal charge card for official travel purposes, reimbursement is not available until after travel is completed. There is no travel reimbursement associated with eVA or the PCard, since these items are paid directly to a vendor.

**Can I use frequent flyer coupons?** Frequent flyer coupons can be used only to benefit the University. They cannot be used for personal use. Travel credits for whatever reason **accrue to the Commonwealth.** Any such credit, reduced rate, or free service must be reported to the Assistant Vice President for Finance/University Controller and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.
UNIVERSITY CORPORATE TRAVEL CARD (Bank of America)

Eligibility

Who can Apply?

- The corporate travel card is available to University travelers (full and part-time faculty and staff) to charge expenses while conducting official state business.

- Charge cards may be issued to individuals who must travel more than twice in one year.

- Students are not eligible for the Corporate Travel Card.

Obtaining an Application/Receiving Your Card

Employees who wish to apply for a Corporate Travel Card should complete the Corporate Travel Card Application, which is posted on the Office of Finance website.

Corporate Travel Card Application

Full-time and part-time employees who travel at least twice a year are eligible for the Corporate Travel Card.

Credit Check – A soft credit check will be performed on the employee applying for a travel card to obtain a current credit score. A soft credit check is defined as a request for credit score but it does not log on the employee’s credit. Your credit score will determine the credit limit on your card. The travel cycle limits are:

- Light Traveler - $1,000 cycle limit
- Moderate Traveler - $1,500 cycle limit
- Frequent Traveler - $2,500 cycle limit
- Constant Traveler - $5,000 cycle limit

If you wish to have a limit greater than the maximum of $5,000, you must contact the Program Administrator. A request will be submitted to the Department of Accounts for approval and then forwarded to Bank of America for a soft credit approval.

Corporate Travel Card – Employee Agreement

Corporate Travel Charge Card holders must complete this agreement every two years or when a new card is issued. Submit the form to the Corporate Travel Card Program Administrator in the Office of Finance. This form must also be signed by the cardholder’s supervisor.

Receiving Your Card

Corporate Travel Cards are mailed to the cardholder’s home address.
**Annual Cardholder Training** – Annual cardholder training is required by the Commonwealth of Virginia. Cardholders are notified by Old Dominion University’s Corporate Travel Card Program Administrator when the annual training must be completed. Failure to complete the training will result in suspension of the Corporate Travel Card.

When you complete the training, send the certificate of completion to the Corporate Travel Card Program Administrator.

New cardholders should complete the training immediately after requesting the travel card. Training must be completed by the cardholder before the travel card will be authorized for usage.

*Travel cardholders who do not take the annual training (due by May 31 this year) will be notified that the travel card is suspended until the certificate of completion is sent to the Program Administrator for verification.*

**General Information and Appropriate Use**

- **Billing Information**
  - **Statement Date** - this is the closing date. Normally this is the 15th of each month unless the 15th falls on a weekend or holiday.
  - **Due Date** - this is the date when a payment must be received and posted to an account. Corporate Travel Cards are due 30 days from the cycle date.
  - It is the cardholder’s responsibility to process the monthly Corporate Travel Card statement promptly. **Late fees and penalties incurred by the cardholder are the responsibility of the cardholder.**
  - The balance is payable in full upon receipt, regardless of whether an employee has received travel expense reimbursement. **Minimum or partial payments are not permitted.**
  - **Delinquency** - if any cardholder becomes 91 days delinquent, Old Dominion University will deduct the total delinquent charges on the card from the cardholder’s pay and pay Bank of America directly. The travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.
  - Any late fees or finance charges are the responsibility of the individual cardholder.
  - **Disputed Charges** may be reported to Bank of America via Works or the cardholder may call Bank of America directly. **Payments must be made on all charges regardless if the charge is in dispute.**
  - Charge card bills are mailed to the cardholder’s home address.

- **Maintaining card delivery statement delivery address** – Cardholders are responsible for maintaining their card delivery and statement billing address (home address only) with Bank of America. The Program Administrator can no longer maintain the address.
  - Travel Expense Reimbursement Vouchers or Expense Reports must be filed in a timely manner to ensure that cardholders receive travel reimbursements in time to pay charge card bills within the timeframe prescribed by the charge card vendor.
  - Reimbursement will not be made from charge card statements or tissue receipts except for meals. **Receipts are not required for reimbursement of meal per diems.**
  - Personal charges are not allowed on the corporate travel card.
  - Cardholders must comply with all policies including the following:
    - Charge card balances must be paid in full by the due date. Late fees or finance charges should be avoided. However, if they occur, they are the responsibility of the cardholder.
    - **Charge cards may be used only for reimbursable expenses incurred while conducting official state business. Using the corporate travel card for personal purchases is NOT ALLOWED.**
    - Charge cards may be used to purchase airline tickets and conference registration fees, but the expenses charged on the travel card will not be reimbursed until after the travel is completed.
Cardholders are not to send their 16 digit account number via email (including attachments), regular mail, or FAX, or to photocopy the Card for any reason in order to keep the Card number as secure as possible.

Cardholders are to hold the Card in a secure location and will not share the card number with anyone other than a vendor they are doing business with.

**NOTE:**

Noncompliance with corporate travel charge card policies will result in revocation of corporate travel charge card privileges without alternative cash advance privileges.

- Personal expenses that cannot be reasonably separated from reimbursable expenses may be charged. Examples include a personal phone call included in a lodging bill or a spouse’s dinner included in a restaurant bill. These charges must not be claimed on the Travel Expense Reimbursement Voucher or automated Expense Report when it is submitted for reimbursement. Such expenses must be paid from the cardholder’s personal funds within the payment terms specified by the corporate travel card.

- Each month, Accounts Payable reviews payment reports provided by the charge card company to ensure that balances are paid on a timely basis **and to assure no personal charges are made.**

- Employees are sent reminder notices of any past due balances reported to the University.

  - Delinquency - If any cardholder becomes 91 days delinquent, Old Dominion University will deduct the total delinquent charges on the card from the cardholder’s pay and pay Bank of America directly. The travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.

- Employees are sent letters if it appears the card is being used for personal use.

- The Corporate Travel Card must not be confused with the PCard (refer to the training document for Payment for Goods and Services or to the Procurement services website).

- Corporate travel charge cards that are not used for 12 consecutive months are automatically suspended by Old Dominion University’s Corporate Travel Card Program Administrator. **It is not necessary to wait for the yearly review.**

- When an employee no longer works for the department, it is the employee’s responsibility to return the travel card to the University’s Corporate Travel Card Program Administrator.

- If an employee no longer travels on University business, the employee should request that the Corporate Travel Card Program Administrator cancel the card and should return the card.

### Questions?

If you have questions about the Corporate Travel Card, please address them to either the Program Administrator or the Backup Program Administrators.

**Travel Charge Card Program Administrator**

Melissa Snowden  
Email: msnowden@odu.edu  
Telephone: 757-683-5020

**Backup Program Administrator/Acting AP Manager**

Barbara Stokes  
Email: bstokes@odu.edu  
Telephone: 757-683-4813
ODU Travel Charge Card - Request for Application

Please attach this form to the “Old Dominion University Commonwealth of Virginia Bank of America Employee Paid (Individual Liability) Travel Cards Employee Agreement (required annually)” form. This is not considered your application. This will give the Program Administrator the information to set you up as a user in the WORKS (Bank of America) system. You will receive a welcome e-mail from Works [mailto: WorksNoReply@works.com]. The subject of the e-mail will be “Commonwealth of Virginia Purchase and/or Travel Card Program - Welcome to the Works application”. Please do not delete this e-mail or consider it junk mail. Please refer to the Travel Charge Card procedure #6-730 to complete the application process.

<table>
<thead>
<tr>
<th>Name of Traveler:</th>
<th></th>
<th>Faculty</th>
<th>Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler Phone:</td>
<td>Traveler E-mail:</td>
<td>UIN (ODU employees):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Budget code:</td>
<td>Contact Name:</td>
<td>Contact Phone:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Travel**

- [ ] Conference
- [ ] Presentation
- [ ] Extraditions
- [ ] Athletics
- [ ] Investigations
- [ ] Field Work
- [ ] Recruitment
- [ ] Education
- [ ] Other (Explain)

Send completed paperwork to the Program Administrator in Rolls Hall Office of Finance.

Program Administrator: Malissa Snowden
msnowden@odu.edu
(757) 683-5629

Backup Program Administrators: Barbara Stokes
bstokes@odu.edu
(757) 683-4813

Received in the Office of Finance:

Date user set up in WORKS:

Date application approved in WORKS:
Old Dominion University  
Commonwealth of Virginia  
Bank of America  
Employee Paid (Individual Liability) Travel Card  
Employee Agreement (required at least every 2 years)

I, __________________________ (Enter employee name here), acknowledge receipt of a Bank of America Visa Employee Paid (Individual Liability) Travel Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool which I will use to obtain travel related services and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency, Old Dominion University.

2. I understand that I am liable to Bank of America, for all authorized charges made on the Card.

3. I understand that Bank of America will send my card to the address on my card application and I will immediately notify Bank of America for any changes to my address and phone number.

4. I agree to use this Card for official state business travel only and agree not to charge personal purchases at any time. I understand that my agency, Old Dominion University, will review the use of this Card and will take appropriate action based on any discrepancies.

5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.

6. I agree to return the Card immediately upon request or upon termination of employment (including retirement) to include deducting any balance owed on my card at the time of termination from final paychecks.

7. If the Card is lost or stolen, I agree to notify Bank of America and the Agency Travel Program Administrator immediately.

8. I agree that I will pay the total amount due by the statement due date regardless if I have been reimbursed for those expenses.

9. I agree that if my Card balance becomes delinquent past 90 days, the agency, Old Dominion University, will deduct the delinquent funds from my paycheck and make the payment directly to Bank of America.

10. I agree not to send my entire 16 digit account number via email (including attachments), regular mail, or fax, or to photocopy the Card for any reason in order to keep my Card number as secure as possible.

11. I agree to hold the Card in a secure location so that no one else can access the Card and agree to not share my card number or other pertinent card information with anyone other than a vendor I am doing business with.

12. I agree not to write down or share my Card’s pin number with anyone, including my Agency Program Administrator or Bank of America.

13. I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Budget Code/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Card Program Administrator’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised November 2015
HOW TO REQUEST AND COMPLETE TRAVEL ADVANCES

Travel advances should be requested only when out-of-pocket expenses for a specific trip would cause a financial burden for the employee.

Advances will not be processed for less than $25.

Travel advances are issued to the traveler.

PAPER PROCESS

Student Advances - Use the "Request for Student Travel Advance Form" (see sample form) to request travel advances for students.

Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually.

When a travel advance is needed, a traveler must complete a Request for Travel Advance (see sample form). Incomplete forms will slow the advance process. The following sections must be completed:

Part A - contains general information including the requesting department, the departmental budget to be charged, the traveler's name/UIN, the department's address, the traveler's telephone number. Travelers are required to attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form, if the trip involves international travel.

Part B - contains the travel description where you should list the expenditures for which you are requesting the advance.

NOTE: Amounts for hotel accommodations will be advanced only if the hotel does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order. If applicable, the form should indicate the hotel name, the dates of the stay, and the rate per day.

Part C - Department Certification. This section contains the original signatures (no stamps) of the employee and the Budget Unit Director authorizing the advance.

AUTOMATED PROCESS

ODU employees must submit travel advance requests in Chrome River. The Pre-Approval Request must be attached to the advance, if the trip involves international travel.

Students must submit advance requests in Chrome River, if the student has a current Chrome River account.
By signing the form or submitting an automated travel advance in Chrome River:

An employee agrees that if the advance is not repaid in a timely manner, the advance amount may be deducted from any amounts owed to the employee, including pay or benefits.

A student who requests a travel advance agrees that, if the advance is not repaid in a timely manner, the University will not allow the student to register or release grades.

A Budget Unit Director certifies availability of funds. Travelers may not approve their own travel-related documents. If the traveler is the Budget Unit Director, someone higher in the organizational structure must approve.

Items to attach - If travel is overnight or to a foreign country, be sure to attach a photocopy of the completed, approved and signed “ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form” with the appropriate approvals, if the trip involves international travel.

Travel Advance Procedures

Complete the Travel Advance form. Is it complete?

1. Required signatures
2. Budget Code
3. All required pre-approval forms

If the form is complete, send the form and copies of required pre-approval forms to the Accounts Payable department in the Office of Finance.

Timing - A request for a travel advance should be submitted a minimum of two weeks prior to the date of departure. If proper notice is not provided, a letter of justification should be attached to the advance form.

Issuance of Advances - Travel advances are issued to the traveler approximately three (3) days prior to the departure date.

Automated Process

The traveler can review details shown under “My Recently Submitted Expenses” and select tracking to review the status.

Picking up Travel Advances - Accounts Payable Audit notifies the traveler via email when the check is available for pick up.

- Traveler advances must be picked up by the traveler in person from the Cashiers’ Office (downstairs in Rollins Hall).
- Employee advances submitted in Chrome River will be issued by direct deposit unless a check is requested.

Obtaining Reimbursement - Upon completion of the trip for which an advance was obtained, a traveler is responsible for submitting a Travel Reimbursement Voucher or automated Expense Report to his/her supervisor within fourteen (14) calendar days of completion of the trip. Please refer to the section on Travel Reimbursement Vouchers for information on how to complete that form.
## OLD DOMINION UNIVERSITY - REQUEST FOR STUDENT TRAVEL ADVANCE

### Part A – General Information
- Travel advances are discouraged for students but may be authorized for amounts not to exceed $100 for all advances.

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Name</th>
<th>Organization Budget Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UN (8 digit University Identification Number)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student HOME Mailing Address</th>
<th>Student Phone Number</th>
</tr>
</thead>
</table>

- □ I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).

### Part B – Travel/Expenditure Description
- Advances will not be processed for less than $25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if there is insufficient time to process a prepayment purchase order.

<table>
<thead>
<tr>
<th>Description (taxi, meals, parking, etc.)</th>
<th>Amount Requested</th>
<th>Supplemental Information/Justification</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Advance Request</th>
</tr>
</thead>
</table>

| Less Cost to be paid by student/Foundation | ( ) |

<table>
<thead>
<tr>
<th>No advance to employee</th>
</tr>
</thead>
</table>

### Part C – Department Certification/Approval

#### STUDENT TRAVELER’S RESPONSIBILITIES
- I certify that I am utilizing University funds for approved student travel. I further certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required. I agree to remit to the university an approved travel reimbursement voucher within fourteen (14) working days after the travel is completed. I further agree to repay any funds not expended, within fifteen days after the travel is completed. I understand that the University will not allow me to register or to release my grades if I do not comply. I understand that even if the request is for group travel, I am personally responsible for the total amount of the advance and for reporting all costs on a travel voucher with receipts.

<table>
<thead>
<tr>
<th>Signature of Traveler:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### DEPARTMENTAL APPROVAL:
- The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.

<table>
<thead>
<tr>
<th>Printed Name of Budget Unit Director:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cashed by only:</th>
<th>Deposit charge amount to 01/061-0279</th>
</tr>
</thead>
</table>

Revised 04/01/2015
USE OF RENTAL VEHICLES (combined out-of-town and local usage)
It is strongly recommended that travelers use the University’s Enterprise Rental Car contract when renting vehicles for out of town University-related business.

Information about this contract can be obtained from Procurement Services at 683-3105 or www.odu.edu/procurement.

Payment Methods - Travelers may pay for vehicle rentals in the following ways:

- **Corporate Travel Card** -- However, reimbursement cannot be made until after travel is completed. The card type and the last 4 digits of the card number must be on the receipt (if the PCard could be used to procure the services/goods).

- **eVA purchase order** -- If you are using a purchase order when utilizing the Enterprise contract, do not claim this expense on your travel expense reimbursement voucher or automated Expense Report.
  
  Be sure to include these expenses on the Estimated Cost of Proposed Travel or automated Pre-Approval Request, if required.
  
  Expense paid by PO or on the PCard can be recorded on the Expense Report if the box indicating “paid on PO or PCard” is checked, so the expense will be excluded from the reimbursement.

  **When using an eVA purchase order for these services, invoices received by Accounts Payable that fail to reference the eVA PO number will be unpaid and returned to the vendor as a defective invoice, with the resulting responsibility for payment placed on the individual traveler(s).**

- **PCard (Purchasing Card)** -- You must first complete a “Request for Car Rental Exception Form” and submit it to the PCard Program Administrator. Contact the PCard Program Administrator in Procurement Services for additional information on this process. **There is no reimbursement to the traveler for these expenditures. Vehicles must be refueled before returning the car to Enterprise.**

- **Personal Charge Card** – no reimbursement until after travel is completed. **The card type and the last 4 digits of the card number must be on the receipt (if the PCard could be used to procure the services/goods).**

Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented.

In most cases, rental vehicles are to be used only after reaching the travel destination. However, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the State if they use a rental car in lieu of a personal vehicle for the planned trip. **The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle.** Be sure to attach the analysis to the Travel Expense Reimbursement Voucher or automated Expense Report.

**LOCAL TRAVEL** -- When University-related travel is expected to be 200 miles or more per day, departments should use the Enterprise Rent-A-Car contract. Employees may choose to use personal vehicles if daily mileage is expected to be 200 miles or more per day, **but reimbursement will be at a lower rate unless a cost analysis is provided that indicates personal vehicle use is cheaper.**

Rental vehicles should be refueled before returning the vehicle to the rental contractor unless an exception is noted. **Reimbursement will be based on the fuel used and receipts provided.** Refueling fees are not allowed. Some vendors may use the term “fuel service option,” but this is a refueling fee and is not allowed.
The type of car rented (Economy, Compact, Two-Door, Full Size, etc.) must be listed on the Travel Expense Reimbursement Voucher or automated Expense Report in the description field.

Travelers will be reimbursed for actual expenses (car rental, gas, oil, etc.) rather than mileage rates.

*If you are being reimbursed for fuel expenses, you must include a copy of the rental agreement with your travel reimbursement unless driving a state vehicle (see below).*

**Gasoline Purchases/State Vehicles** – If a state vehicle is driven, provide the make, model and license plate number of the state vehicle with the receipt to request reimbursement of gasoline self-service expenses.

No add-on GPS charges are allowed.

*Original* receipts for the car rental and accurate accounting of gas purchases must be submitted on the Travel Expense Reimbursement Voucher in the “other expenses” column. Gas accounting and rental information should be reported in the same row and must be itemized -- in column 2 for rental information and in column 5 for gas expenses (*receipts required*).

Attach a copy of the rental form to the reimbursement voucher or the automated Expense Report. *(If any claim for gas expenses is submitted, you MUST attach a copy of the rental agreement.*) Travelers may not claim gas expenses for personal vehicle use.

**Insurance Coverage – State Employees** - Insurance coverage offered by rental car contractors should be declined. Costs associated with optional coverage will not be reimbursed. *(The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State Employees).*

**Insurance Coverage – Outside Virginia** – A traveler may encounter a situation when renting a car outside of Virginia and the car rental company requires the traveler to obtain coverage from the car rental company or show some evidence of insurance coverage. *The traveler should determine if this requirement is in effect for their travel destination PRIOR to travel if possible and if so obtain a “Proof of Insurance” certificate from the Division of Risk Management. This can be obtained online from the Department of Treasury website at:* http://www.trs.virginia.gov/drm/state.aspx#liability

**Insurance Coverage Consultants and Non-State Employees** - Consultants and non-State employees are not covered under the state's insurance coverage and are required to purchase Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance. These individuals will be reimbursed for LDW and CDW coverage. Limits may apply. Discuss reimbursement for insurance coverage for these individuals with the Accounts Payable Manager at 3-6977.

**Travel Outside the Country** - Individuals traveling outside the territorial U.S. *(including Canada and Puerto Rico)* are required to purchase, and will be reimbursed for, **LDW and CDW insurance only**. Other types of insurance offered, such as trip cancellation, personal, health or life insurance are *not reimbursable*.

**Reporting Accidents** - Employees are responsible for operating rental cars in a safe and responsible manner. If a traveler on official business is involved in a vehicle accident while operating a rental car, the following steps should be taken:

- Contact the state or local police of the jurisdiction where the accident occurred.
- Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.
- Contact Facilities Management and notify them of the accident – 757 683 4269.
- Facilities Management will notify ODU's Office of Risk Management.
WHEN TO USE YOUR PERSONAL VEHICLE

- The Enterprise Rent-A-Car contract is preferred for official business travel, and should be used unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.
- Employees are permitted to use their personally owned vehicle when a personally owned vehicle is cost-beneficial to the University.
- Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at the applicable rate.
- Travelers cannot be reimbursed for fuel expenses when using a personal vehicle.
- The Personal Vehicle Use Statement at the top of the Travel Expense Reimbursement Voucher should be checked with the appropriate choice — or select proper expense type in Chrome River when completing the automated Expense Report.

It is expected that a good faith effort will be made to use the Enterprise Rental contract when practical. Generally, a personal vehicle is considered cost beneficial under the following circumstances:
- When occasional travel is planned for distances up to 200 miles per day. For overnight travel, consider the average daily mileage over the period.
- For constant daily routine travel.
- When an emergency exists and is approved by the agency head or designee.

For all other circumstances, the OFMS TRIP CALCULATOR should be used routinely to obtain the Enterprise vehicle cost for the cost benefit analysis.

Cost Benefit Analysis

A copy of the cost benefit analysis must be attached to the Travel Expense Reimbursement Voucher or automated Expense Report when using your personal vehicle. To obtain a true cost comparison, estimate the cost of gas and add to the cost of using an Enterprise vehicle.

The URL shown below will link you to the Department of General Services OFMS page where you can access the OFMS TRIP CALCULATOR Excel file.


You will be shown a File Download dialog box where you will be prompted to “Open” or “Save.” When you open the file, you must enable editing.

NOTE: Failure to provide the cost/benefit analysis when the daily mileage is 200 miles or more will reduce the reimbursement rate.
**Mileage vs Air Travel** - When travel is by personally-owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve. **Comparative statements should be attached to the travel voucher or automated Expense Report for reimbursement.**

**NOTE:** The reimbursement rate is reduced for state employees under certain circumstances or for any person who travels over 15,000 miles in a fiscal year. Contact the Accounts Payable Manager for additional details.

Reimbursement will be made only for costs incurred while the traveler is in an authorized travel status.

Transportation costs that are not reimbursable during an employee’s regular work day will not be reimbursable if the employee is required to work on a day other than a regular work day. For example, commuting costs incurred on a non-regular work day are not reimbursable.
Commuting Mileage - **Round-trip** mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. **An employee can have only one assigned base point.** Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable. Total commuting distance is measured as the mileage from an employee’s residence to base point and return.

**Note** – When leaving for a business trip from your residence, you must deduct your commuting mileage when seeking reimbursement for personal mileage.

**Residence as Base Point.** An employee can have only one base point, even if the employee has multiple work locations. **It is the agency’s responsibility to assign the base point to be used for reimbursement purposes.** The employee’s residence can be assigned by the agency as base point where it is considered cost beneficial to the State. In this case, the mileage driven from the employee's residence to one or more temporary work locations, including the employee's central office, is official State business mileage and is fully reimbursable. **Agencies are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee’s residence as their base point if authorized only when justifiable.**

Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.

**Mileage Reimbursement Rates** – Effective for travel occurring or reimbursed after January 1, 2017 the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are:

<table>
<thead>
<tr>
<th>The rate of 24.6 Cents Per Mile applies . . .</th>
<th>The Current IRS business rate of 53.5 Cents Per Mile applies . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>. . . when the daily mileage is 200 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.</td>
<td>. . . when the daily mileage is less than 200 miles.</td>
</tr>
<tr>
<td>. . . when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Reimbursement rates are reduced to 13 cents per mile for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then the rate shall be **the current IRS rate of 53.5 Cents per mile.**

**Special Exceptions** - Requests for special exceptions to these rates must be discussed with the Assistant Vice President for Finance/University Controller (3-3211) prior to the travel.

**Travel Reimbursement Requirements** - When completing the Travel Expense Reimbursement Voucher, the traveler must check the appropriate block in the Personal Vehicle Use Statement. The block checked must be determined in accordance with University and state policies and will establish the appropriate reimbursement rate. **Please note that there is no reimbursement for fuel for personal vehicles.**

**Automated Process** - Select the proper mileage rate from the drop-down list when choosing the mileage expense type displayed under ground transportation.
CONFERENCES (REGISTRATION FEES)

Travel advances cannot be requested to pay for conference fees.

Normal travel practices should be used when making conference travel arrangements.

NOTE: The University utilizes eVA as its primary procurement tool.

Registration fees for conferences may be paid via eVA or PCard for functions related to State business. Be sure to include these expenses on the completed/approved ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or the automated Expense Report when international travel is involved.

Registration fees may also be submitted on the Travel Expense Reimbursement Voucher or automated Expense Report upon completion of the trip, but this practice is not encouraged. Written justification must be provided, along with an itemized receipt showing method of payment. If payment made with a credit card, the type of credit card and the last 4 digits of the credit card number must be on the receipt.

If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after travel is completed. A written explanation, including method of payment, is required when seeking reimbursement.

If the conference requires pre-payment of registration fees, be sure that the following information is provided or is contained on the eVA purchase order:

- A copy of the Travel Estimate or Pre-Approval Request if applicable
- Name of traveler
- Concise statement of reason for travel
- Dates of travel
- Name of conference and location
- Deadline for prepayment (IMPORTANT)

These functions may be at or outside of the official station.

Receipts are required for reimbursement. Do NOT seek reimbursement for items paid via eVA or the PCard, since these charges have been paid directly to a vendor and are not expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number (if the PCard can be used to procure goods/services).
MEALS (Reimbursable Meal Limits)

General Information

No exceptions to the meal (M&E) per diem rates are authorized for overnight travel. Guidelines for the maximum allowable meal reimbursements are provided to help you with reimbursement decisions.

The guidelines do not supersede lower guidelines established by Budget Unit Directors based on budgetary constraints or travel circumstances. Departments may be more restrictive and pay the actual expenses up to the appropriate M&E in place of maximum per diem.

All reimbursements must be actual, reasonable, and necessary expenses.

Managers are responsible for ensuring that travel reimbursements are appropriate and reasonable.

The meal guidelines include taxes and all tips except for taxi and shuttle service. Please pay special attention to the information about policies related to the meal reimbursement for overnight travel and for overtime and official business meals.

The maximum allowable guidelines must be applied consistently to all travelers, including board or commission members.

IRS Reporting Requirements -- Meal reimbursements made in accordance with these regulations are not considered by the IRS to be reportable income, except for meal/tip expenditures of $75 or more which are not related to overnight travel. This includes situations where one traveler purchases and claims reimbursement for the meals of another person on official business. A receipt is required for meal expenses of $75 or over.

If you are reimbursed for meal amounts that exceed the published per diem rate, the amount that your meal reimbursement exceeds the per diem will be reported as taxable income, per IRS ruling.

The Department of Accounts monitors agency travel expenditures to ensure that exceptions appear reasonable and appropriate. If expenditures are found to be excessive, the voucher will be returned with a reduced reimbursement amount.

Foreign travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&E per diem rates for foreign travel as defined by the Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

Rates for cities and countries outside the 48 contiguous states can be found at the web address below. If a specific city is not listed, use the “Other” rate shown for that country. The M&E portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.

Select “Foreign Per Diem Rates by Location” for foreign locations.

Select “Other Per Diem Rates” for non-foreign, non-contiguous locations outside the continental United States - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

https://aoprals.state.gov/web920/per_diem.asp
## IMPORTANT REMINDERS REGARDING INTERNATIONAL TRAVEL:

### PAPER PROCESS

Printouts of appropriate per diem rates for the time of travel must be attached to the travel voucher for reimbursement.

Each receipt must be converted to U.S. dollars and English – tape the receipt to an 8 ½ X 11 sheet of paper and write the conversion information next to the appropriate receipt.

You MUST submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use.

You can find today's rate at this site:  [http://www.xe.com/ucc/](http://www.xe.com/ucc/)

To find a historic rate or Average Rate for Extended Trip:  [http://x-rates.com/cgi-bin/hlookup.cgi](http://x-rates.com/cgi-bin/hlookup.cgi)

Upon completion of the out-of-country travel, a Travel Reimbursement Voucher form must be submitted in U. S. Dollars. The original (approved) ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be attached along with all other required receipts.

If the department elected to leave the approved form in Accounts Payable, please note this on the voucher.

### AUTOMATED PROCESS

The Chrome River system will automatically convert the foreign currency to U.S. Dollars.

Printouts of the currency conversion rates and calculator tapes are not required.

Printouts of the per diem rates in effect are not required.

Contact the Accounts Payable Manager at 3-6977 if you have questions about meal or lodging reimbursement for foreign travel. **NOTE: Barbara Stokes is the Acting AP Manager, and may be reached at: 3-4813.**
M&IE Rate Table - This table provides individual meal reimbursement amounts, which are breakdowns of the M&IE per diem rates shown in the M&IE Per Diem and Lodging Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction, which must occur where meals are provided at no cost during an overnight travel period. If your department chooses to reimburse travelers for meals based on actual meal costs, you may not exceed the allowable meal amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently $5 for all tiers).

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/ Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$11</td>
<td>$12</td>
<td>$23</td>
<td>$5</td>
</tr>
<tr>
<td>$54</td>
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<td>$69</td>
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<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
</tr>
</tbody>
</table>

The following table lists the amount travelers receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<table>
<thead>
<tr>
<th>Total</th>
<th>First &amp; Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$38.25</td>
</tr>
<tr>
<td>$54</td>
<td>$40.50</td>
</tr>
<tr>
<td>$59</td>
<td>$44.25</td>
</tr>
<tr>
<td>$64</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$55.50</td>
</tr>
</tbody>
</table>

See Travel Rate Guidelines to determine lodging and M&IE per diems for specific locations.
**Incidental Expenses (overnight travel ONLY)** - Regardless of destination, a flat $5 per diem amount is paid for each day of overnight travel for incidental expenses. Actual expenses incurred during overnight travel for incidental expenses are not permitted. The incidental amount is prorated on a travel departure or return date. The following items are covered by the rate table:

All service fees or tips except taxi and shuttle service tips including but not limited to:
- Bellhop/waiter tips
- Valet
- Personal telephone calls

Meal expenses will be reimbursed only through submission of a Travel Expense Reimbursement Voucher or automated Expense Report.

The M&IE per diem may be claimed by the individual traveler only. If meals are paid for by another University traveler, reimbursement is limited to the actual cost of the meal (with supporting receipts) up to the amount for the appropriate M&IE rate. The Business-Related Meal Expense Form must be submitted with the reimbursement request.

**Meals (overnight)**
Meals and certain other incidental travel expenses are reimbursable only for overnight official business travel outside the traveler's official station.

Reimbursement for such expenses (including all related taxes and tips except taxi and shuttle tips) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as the meals and incidental expense (M&IE) per diem. No receipt is required if claiming per diem.

Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.

**M&IE Per Diem** - The M&IE per diem shall be paid directly to the traveler, even where it can be shown that one traveler incurred the expenses on behalf of another. The M&IE per diem used shall correspond to the location of the related overnight lodging.

The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts. Please type “per diem used” on the travel expense reimbursement voucher or the automated Expense Report; it is not necessary to list the number of meals unless you are claiming a prorated amount.

**Prorating the M&IE Per Diem** - On a travel departure or return day, 75% of the per diem is allowable based upon where the night was spent as follows:
- **Departure Day**: where you spend the night
- **Return Day**: where you spent the night before returning to home base.

**No cost meals** - When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. Meals included with registration or lodging expense as part of a package plan must be recorded on the travel voucher or automated Expense Report and the applicable deduction must be taken from the M&IE per diem for that day.

When meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem is reduced by the full amount of the appropriate meal (or meals) followed by a 75% prorating of the balance. For example, if the M&IE rate allows a $51 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be $29.25 [$51 - $12 lunch = $39 * .75 = $29.25].
Meal expenses not involving an overnight stay are generally not reimbursable. Exceptions are noted in *Business Meals* and *Overtime Meals*.

**Business Meals**
Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. *Individuals in travel status may occasionally attend meals that qualify as business meals.* Such meals occur while the individual is on official business and MUST:

- Include Agency Head (or designee) approval.
- Involve substantive and bona fide business discussions. You must provide specific details about the benefits to the University (REQUIRED). Failure to provide sufficient detail will result in the meal being reported as income.
- Include the *original itemized receipt.* (REQUIRED)
- List by name all persons involved in the meal and the reason for the meal (complete the *Business Related Meal Expense Statement*). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins). (Catering Services Procedures can be found on the Procurement Services website.)
- Business meal expenses are reimbursed for *actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table*, excluding the incidental allowance. (Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable *as long as the total cost does not exceed the allowable per diem for the meal*.)
  - However, the Agency Head or designee may authorize non-travel related business meal expense reimbursements up to 50% over the applicable per diem guideline with sufficient justification and the original, itemized receipt.
  - *Business meal reimbursements above 50% over the applicable per diem guideline are not permitted.*
- *For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.*

**Business Meals – Over 25 Persons**
List by name all persons involved in the meal and the reason for the meal (complete the *Business Related Meal Expense Statement*). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins).

The requirement to list the name of all persons involved in the meal applies no matter the number of individuals involved in order to properly substantiate the business nature and purpose of the meal for IRS compliance UNLESS the reimbursement is for a group of conference participants – then the 25 person limit may apply. Please contact the Accounts Payable Manager at 3-6977 if you have any questions.
PAPER PROCESS

The Business Related Meal Expense Statement (see sample form) must be submitted when employees request reimbursement for themselves and others for business-related meals that are to be considered non-reportable. The following information must be contained on the form:

- Date (day, month, and year of the meal)
- Dollar amount of meal expenses (receipt required)
- Number of meals (i.e., you are claiming reimbursement for another’s meals)
- Location (city and state) where meal was taken (determines the reimbursement rate)
- Meal taken (breakfast, lunch, dinner)
- Attendees (List the name, agency/company, and title of each person)
- Description of business discussed (purpose of the meal)
- Benefits to the University – you must provide a description of the benefit to the University.
  ➢ Failure to provide sufficient detail will result in the meal being reported as income.
- Certification Statement -- by signing this form, the traveler certifies that the meal expenses claimed on the form are business-related, that they involved a substantive and bona fide business discussion related to the University’s well-being, and that the meeting provided benefits to the University.
  Employee’s signature, title, date *(required)*

AUTOMATED PROCESS

The Business Related Meal Expense Statement is not required to be attached to the Chrome River Expense Report if all information, including names of attendees, description of business discussed and benefits to the University are included on the Expense Report.

NOTE: Failure to submit the Business Related Meal Expense Statement will result in the travel reimbursement voucher being returned. This will delay your reimbursement.

Aramark Contract – Refer to the Payment for Goods and Services training manual for full information on payment guidelines. The Business Related Meal Expense Statement is required for purchase of any food, beverage, and/or related services. See also Business Meals – Over 25 Persons. Contact Procurement Services if you have questions about this contract.
BUSINESS-RELATED MEAL EXPENSE STATEMENT
OLD DOMINION UNIVERSITY (revised 08/17/2006)

<table>
<thead>
<tr>
<th>Meal Expenses (receipts required)</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Location (city and state--determines rate of reimbursement) Meal Taken

Breakfast
Lunch
Dinner

Names of all attendees (REQUIRED) – printed or typed
List the name, agency/company, and title of each person attending the business meeting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency/Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of Business Discussed (REQUIRED)
Provide a complete description of the business discussed -- use additional sheets if necessary.

Benefits to the University (REQUIRED) – Please provide a complete description of the benefits the University will receive. Failure to provide sufficient detail will result in the meal being reported as income. (Use additional sheets, if necessary.)

Certification Statement
By signing this form, I certify that the meal expenses claimed on this form were business related, involved a substantive and bona fide business discussion related to the University’s well-being, and provided benefits to the University.

Signed: ____________________________
Title: ____________________________
Date: ____________________________
Overtime Meals (rules)

1. Reimbursement for an overtime meal for a traveler not on overnight travel status may be allowed when overtime must be worked for official business reasons.
2. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. Overtime status is when working or traveling time occurs beyond an employee’s normal, scheduled work hours but not overnight. An overtime meal allowance does not apply during overnight travel. In the case of overnight travel, per diem rates apply.
3. An overtime meal allowance is allowed when overtime worked is:
   a. Essential to the agency’s mission
   b. Permitted by agency (departmental) policy
   c. Approved by appropriate departmental personnel, and
   d. In excess of the employee’s normal, scheduled work hours.
4. Agencies are required to comply with IRS regulations regarding reportable meals.

Reimbursement - Overtime Meals (processed by Payroll)
Reimbursement of an overtime meal is considered taxable wages and must be submitted to Payroll for processing. Please contact Gloria Boone, Payroll Manager, with questions about reimbursement of overtime meals.

| Qualifications and Additional Requirements for Overtime Meal Allowance |
|--------------------------------------------------------------|-----------------|-----------------|----------------------------------|
| Number of hours worked or traveled (document on reimbursement request) | When overtime occurs | Overtime meal allowance permitted | Additional information to be documented for reimbursement |
| 2 or more overtime hours | during a normal workday | Within official station $5.00 | Outside official station $7.50 | Workday and overtime start/end times |
| 5 or more overtime hours | on a Saturday, Sunday, holiday or an alternate work scheduled day off* | $5.00 | $7.50 | Overtime start and end times |
| 10 or more overtime hours | on a Saturday, Sunday, holiday or an alternate work scheduled day off* | $10.00 | $15.00 | Overtime start and end times |

*NOTE: Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.
LODGING ACCOMMODATION GUIDELINES

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally. In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate. (Refer to Lodging Exception Request under Travel Planning.)

The appropriate rate is determined by the physical location of the hotel and not the mailing address.

If the physical address of the hotel is not a city shown on the lodging guidelines chart, but the hotel is located within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

Guaranteed Hotel Reservations – Hotel industry practice has changed and many hotels are charging credit cards a one-night deposit at the time the reservation is made.

Travelers cannot be reimbursed until after the trip has taken place.

When making hotel reservations using your Corporate Travel Card, you must ask the hotel not to charge your card for a one-night deposit, especially if your travel is scheduled far in the future.

Ask the hotel to bill the University directly. If a payment is required immediately, prepare a prepayment purchase order for the one-night deposit. Include the traveler’s name and the purpose of travel on the purchase order (required).

SpringHill Suites

Springhill Suites (located on Hampton Boulevard) has agreed to offer a lodging rate of $94 per night for Old Dominion University guests, which is currently within Commonwealth lodging guidelines. In addition to the cost of nightly lodging, there will be an additional Guest Amenities Surcharge of $25 per room/day and the appropriate taxes, which is also permissible under Commonwealth guidelines.

This rate is only available to guests of the University who are not Government employees and have their charges billed directly to a University budget.

The Guest Amenities Surcharge is waived for Government employees, but these charges may not be billed to the University. University employees are still bound by the Commonwealth guidelines, and must submit the request for reimbursement (Expense Report), along with supporting documentation, after travel has been completed.

<table>
<thead>
<tr>
<th></th>
<th>Non-Government (Guests, Students)</th>
<th>Government (ODU Employees, Other Federal &amp; State Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>94.00</td>
<td>94.00</td>
</tr>
<tr>
<td>Surcharge</td>
<td>25.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Taxes</td>
<td>xx.xx</td>
<td>xx.xx</td>
</tr>
<tr>
<td>Totals</td>
<td>$119 + taxes</td>
<td>$94 + taxes</td>
</tr>
<tr>
<td>May be direct billed?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Submit Travel forms?</td>
<td>NO*</td>
<td>YES</td>
</tr>
</tbody>
</table>

* Travel forms are not required if the charges have been billed directly to the University.
Government rates must always be requested by all travelers and confirmed both at the time reservations are made and during check-in.

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station.

Lodging expenses vary with the area traveled, but all expenditures must be necessary and reasonable. First preference shall be given to selecting lodging in the economy class.

If you wish to make your own travel arrangements, you should use the Hotel/Motel Lodging Guide issued by the Division of Purchases and Supply to identify lodging establishments offering rates within the current guidelines.

Supporting receipts and **original (zero-balance)**, itemized hotel bills covering lodging charges must be submitted with the Travel Expense Reimbursement Voucher or automated Expense Report, and **any unusual charges must be fully explained**. The itemized hotel bill must show that payment was made, the method of payment, and if paid by charge card, must show the last 4 digits of the charge card number. **Lodging charges must be listed daily on the Travel Expense Reimbursement Voucher or automated Expense Report, not summarized.**

Since hotels charge for unkept reservations, changes in travel plans must be communicated to the hotel (or travel agent if applicable). Cancellation charges will **not** be reimbursed if the traveler has been negligent in cancelling reservations.

When lodgings other than hotels or motels are to be used (e.g., apartments), a comparison statement, **including authorization by the University President or his designee** must be submitted with the Travel Expense Reimbursement Voucher or automated Expense Report. The comparison statement should show the total cost for using the alternate accommodations and length of contract, the cost of the usual accommodations, and the net savings.

**Two or More People Staying in Same Hotel Room** - When two or more people are traveling on official state business and stay in the same hotel room, the lodging guideline applicable to the travel destination in the area they are staying, plus the cost charged by the hotel for any additional persons in the room, will apply. Documentation from the hotel listing additional hotel charges for each additional person, per room, must be provided. This regulation is not intended to discourage agencies from employing cost savings measures such as multiple travelers staying in the same room. However, do not diminish the overall savings that might otherwise be obtained by concurrently upgrading to luxury or premium accommodations. (If lodging exceeds allowable amounts, the Lodging Exception Request section of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or automated Expense Report must be completed and approved by the BUD or the Assistant Vice President for Finance/University Controller after the trip.)

The traveler is responsible for obtaining the single rate and any costs for additional persons in the room. This documentation must be attached to the travel reimbursement when submitted. If this amount is expected to exceed the allowable guidelines, the Request for Pre-Approval of Excess Lodging or automated Expense Report must be submitted for review and approval **after the trip** (see instructions later in this document).
For non-luxury, conference hotels the agency fiscal officer MAY approve lodging rates that are less than the lodging guideline applicable to the travel destination multiplied by the number of official business travelers in the room.

**Advance Payments** - Advance payments for direct billed hotel/motel expenses are discouraged. Use of the Travel Charge Card is encouraged to secure room confirmations. Actual advance payments using the travel charge card program will not be reimbursed prior to the trip. If circumstances make advance payments a necessity, advance payments are limited to a one-night deposit for direct bill payments.

**Direct billing** - Direct agency billing of lodging expenses (rates, taxes, and surcharges only) incurred during overnight travel is permitted. Direct bill charges, however, are still considered travel expenditures and are governed by these travel policies and should be included with the estimated costs of the trip. A copy of the travel estimate or Pre-Approval Request should be included with the vendor payment, if applicable. Documentation supporting direct bills must include: name of traveler, dates, and purpose of travel. Direct agency billing must be supported by a purchase order. This process should generally be used by those employees who do not have the Corporate Travel Card. Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.

**M&IE Per Diem and Lodging Guidelines**
The guideline tables provide:
- The daily M&IE (meals and incidental expenses) per diem
- The maximum amount for 1 night of lodging, excluding taxes and surcharges
  - **Taxes and surcharges are reimbursable but are not used to determine the lodging maximum.**

Standard amounts are provided for both in-state and out-of-state destinations.

*The appropriate rate is determined by the physical location of the hotel and not the mailing address.* Additional guidelines are provided for selected cities.

The **standard** guidelines apply to any city not listed.

If the physical address of the hotel is not a city shown on the lodging guidelines chart, but the hotel is located within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

Agency management is ultimately responsible for ensuring that travel reimbursements are appropriate and reasonable.

The guidelines do not supersede lower guidelines established by Budget Unit Directors based on budgetary constraints or travel circumstances.

The maximum allowable lodging guidelines must be applied consistently to all travelers, including board or commission members.
**Original Hotel Receipts (Paper Process)** - Old Dominion University requires the original hotel receipts for all lodging expenses. **Submit the original, zero-balance, itemized hotel bill obtained at time of checkout, and other supporting receipts for lodging expense, with the travel voucher.** Provide the method of payment, and if payment was made with a credit card, provide the type of card and the last 4 digits of the card. Explain fully any unusual charges.

**Original Hotel Receipts (Automated Process)** – Original travel documentation must be centrally maintained in a department file for a minimum of 3 years.

**Foreign travel destinations** may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

Rates for cities and countries outside the 48 contiguous states can be found at the web address below. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site. [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

Contact the Accounts Payable Manager at 3-6977 if you have questions about lodging or meal reimbursement for foreign travel. **NOTE: Barbara Stokes is the Acting AP Manager, and may be reached at 3-4813.**

Lodging expenses will be reimbursed through submission of a Travel Expense Reimbursement Voucher or automated Expense Report.
Per Diem Rates for: Areas within the Contiguous United States
For the 48 contiguous states, ODU uses the General Services Administration (GSA) CONUS Rate Table to provide guidelines for Lodging, Meals, and Incidental Expenses that are allowable for reimbursement. The lodging rate excludes local taxes and surcharges; however, taxes and surcharges are reimbursable expenses. If a location is not listed, the standard rate applies.  

www.gsa.gov/perdiem
Click on Virginia and a list of locations with specific per diems appears – if a city is not listed, the standard rate applies:

### FY 2017 Per Diem Rates for Virginia

(October 2016 - September 2017)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

You searched for: Virginia

<table>
<thead>
<tr>
<th>Primary Destination (1, 2)</th>
<th>County (3, 4)</th>
<th>Max Lodging by Month (excluding taxes)</th>
<th>M&amp;E ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate</td>
<td></td>
<td>$91</td>
<td>$91</td>
</tr>
<tr>
<td>Blacksburg</td>
<td>Montgomery</td>
<td>$101</td>
<td>$101</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>City of Charlottesville / Albermarle / Greene</td>
<td>$120</td>
<td>$120</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia, and the counties of Montgomery and Prince George's in Maryland)</td>
<td>$231</td>
<td>$182</td>
</tr>
<tr>
<td>Loudoun</td>
<td>Loudoun</td>
<td>$97</td>
<td>$97</td>
</tr>
<tr>
<td>Lynchburg</td>
<td>Campbell / Lynchburg City</td>
<td>$96</td>
<td>$96</td>
</tr>
<tr>
<td>Richmond</td>
<td>City of Richmond</td>
<td>$143</td>
<td>$132</td>
</tr>
<tr>
<td>Roanoke</td>
<td>City Limits of Roanoke</td>
<td>$107</td>
<td>$107</td>
</tr>
<tr>
<td>Virginia Beach</td>
<td>City of Virginia Beach</td>
<td>$99</td>
<td>$99</td>
</tr>
<tr>
<td>Wallops Island</td>
<td>Accomack</td>
<td>$103</td>
<td>$103</td>
</tr>
<tr>
<td>Warrenton</td>
<td>Fauquier</td>
<td>$94</td>
<td>$94</td>
</tr>
<tr>
<td>Williamsburg / York</td>
<td>James City / York Counties / City of Williamsburg</td>
<td>$91</td>
<td>$91</td>
</tr>
</tbody>
</table>
ALLOWED MISCELLANEOUS EXPENSES

Taxes and surcharges paid by the traveler for lodging.

Parking and Tolls are reimbursable when paid for by the traveler in the course of conducting official State business. If the reimbursement claim exceeds $75, a receipt is required. In all cases, the name of the facility (bridge, tunnel or turnpike) as well as the names and reasons for inclusion of a charge for passengers, where applicable, must be included in an attachment to the travel expense reimbursement voucher and the amount(s) itemized under "Other Expenses" or select the proper expense type for parking/tolls when preparing the automated Expense Report.

Gratuities (tips) are not reimbursable since they are included in the M&IE per diem. Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.

Taxi and shuttle tips are excluded from the M&IE – A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the amount of the tip from the amount of the fare.

Business Travel and Vacation Leave may be combined if prior approval is obtained from the Agency Head.

- In such cases, reimbursable transportation and accommodation expenses will correspond with a round trip to the designated area of official business.
- Reimbursement will be appropriate only for the time during which official business is conducted.
- If the traveler leaves the designated area after business is conducted, there will be no reimbursement from that moment on, except for those expenses relating to the second half of the round trip.
- If the employee would normally be expected to remain in the area of official business overnight and return the following morning, hotel expenses for that night and prorated expenses for a return travel day are reimbursable.
- The State will not be responsible for any expenses related to accident or injury while the employee is not on official business.

Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, and Facsimiles for official business purposes and paid for by the traveler may be claimed on the Travel Expense Reimbursement Voucher or automated Expense Report. A full explanation must be stated on the reimbursement voucher or Expense Report accompanied by supporting documentation.

Personal Cell Phones - Individuals using personally-owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included with the reimbursement voucher or automated Expense Report. In the event that free minutes are used for business calls, reimbursement is not permitted. Budget Unit Directors are responsible for inspecting the requests and signing and dating them to indicate that they have reviewed the requests and that the charges are appropriate and authorized for reimbursement. Base monthly access charges will NOT be reimbursed. (Please refer to University Policy #3310.)
Cell Phone Business Call Substantiation Rules — Since cell phones are considered “listed property” by the IRS, greater substantiation rules apply. To be reimbursed, you must submit additional information along with your itemized cell phone statement. You must substantiate the cost, time, and business purpose for each call. You must substantiate the business relationship between you and the person being called/person that called. This additional information is required to properly substantiate your business use and must be attached along with your itemized cell phone statement and included with the reimbursement voucher. Failure to properly substantiate business calls according to these rules may result in your reimbursement being denied or your reimbursement being processed as additional taxable income.

Note: Personal telephone calls are included in the incidental section of the M&IE rate table ($5 per day). Reimbursement for actual expenses incurred during overnight travel for incidental expenses covered under the M&IE rate table is not permitted.

Miscellaneous expenses may be reimbursed if they directly relate to official business while the individual is in travel status. Examples of reimbursable expenses include:

Funeral attendance expenses are reimbursable for one (1) employee selected by the Agency Head to represent the agency, provided the employee must travel outside of his/her official station. No reimbursement shall be made if the services are held within the employee's official station.

Expenditure amounts for miscellaneous expenses must be itemized under the "Other Expenses" column of the Travel Expense Reimbursement Voucher. All miscellaneous expenses must be fully explained in an attachment to the travel voucher or automated Expense Report. Receipts should be provided whenever available.

Chartered Aircraft Travel -- Chartered aircraft will only be used when State-owned aircraft are not available or will not meet customer needs. The Department of Aviation (DOAV) shall review and approve all chartered aircraft on behalf of the University. Reference the Aircraft Use Policy and Guidelines on the DOAV’s website at www.doav.virginia.gov. Chartering aircraft is permitted when authorized in advance by the requesting agency’s Cabinet Secretary or designee, and justified by a written cost/benefit analysis. The cost/benefit analysis must include a comparison of the total costs of the trip by both means of travel, commercial versus chartered, including all associated costs (e.g. hangar rental), and may consider such benefits as reduced overnight travel costs and employee time out of the office, security, etc. A copy of this analysis and the written approval from the Cabinet Secretary or designee must be attached to the traveling agency’s voucher. Travel Expense Reimbursement vouchers or automated Expense Reports containing private or chartered plane travel expenses that are submitted without the required written approval from the Cabinet Secretary or designee will be disallowed.

Personal Use Aircraft Travel -- The use of personal aircraft is permitted for official state travel with the prior approval of the appropriate agency head. Personal aircraft usage by an agency head requires the prior approval of the appropriate cabinet secretary.

Documentation of comparable costs for other travel means must be included in with the travel voucher or automated Expense Report. The reimbursement shall be limited to the most economical
means of travel available at that time. For example, if it were less costly to travel by commercial
carrier, the reimbursement shall be limited to the lowest cost commercial carrier ticket available.

The traveler must include a signed statement with the travel reimbursement request certifying
that the amount requested represents the most economical use of public funds. As with all travel,
it is the responsibility of the traveler and the agency fiscal office (Accounts Payable, Office of
Finance) to ensure the most efficient use of taxpayer funds.

The reimbursement rate per mile shall be the amount listed by the federal government at the GSA
website at the time of travel. A dated printout of this site indicating the appropriate mileage rate
for the travel time period must be included with the travel reimbursement voucher or automated
Expense Report.

Travel Reimbursements or automated Expense Reports containing private or chartered plane
tavel expenses that are submitted without the required prior written approval from the Agency
Head will be disallowed.

Additional Airline Fees (Baggage Fee) – Certain airlines now charge additional fees (baggage) for
services formerly included in the airfare cost. When procuring airfare for business travel, travelers
should consider total costs in selecting the most appropriate carrier. Airlines publish limits for
baggage and the fees associated with those limits. Travelers are expected to be aware of these
limits. In the event these limits must be exceeded for legitimate business purposes, the cost is
reimbursable. A receipt and appropriate explanation must be included on the Travel Voucher. Put
“baggage fee” in description and provide a reason for the fee (i.e., industry standard or second bag
– whatever is applicable). The sub-object code for these charges is 7103 (Travel, Public Carriers) or
7109 (Training).

DISALLOWED EXPENSES

The following expenses will not be reimbursed:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel rooms
- All expenses related to the personal negligence of the traveler such as fines
- Entertainment expenses
- Travel Insurance (personal injury or loss, trip interruption/cancellation, etc.)
- Towing charges
- Expenses for children, spouses, and companions

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all
travel expense accounts are open to the public and must be able to sustain the test of public
review.
**TRAVEL SUB-OBJECT CODES**

It is important that expenses are charged to the correct sub-object code. Please use the following sub-object codes when charging travel-related expenses. A complete listing of sub-object codes can be found on the Budget Office website – [www.odu.edu/budget](http://www.odu.edu/budget) - under Budget Resources. You need Adobe Acrobat Reader to view the full listing – you may view both revenue and expenditure sub-object codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>5103</td>
<td><strong>Employee Training Courses, Workshops, and Conferences:</strong> Use for registration fees. For other related costs (i.e., lodging and meals associated with conference travel), use sub-object 7109.</td>
</tr>
<tr>
<td>6203</td>
<td><strong>Gasoline:</strong> Include expenses for gasoline purchases (rental vehicles only).</td>
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<tr>
<td>7102</td>
<td><strong>Travel, Personal Vehicles:</strong> Use for personal mileage not associated with educational training. Do not use for parking and tolls (see 7105).</td>
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<tr>
<td>7103</td>
<td><strong>Travel, Public Carriers:</strong> Use for expenses for individual travel by aircraft (state and private sector), airport limousine, bus, leased vehicle, taxi, train, and watercraft not associated with educational/conference travel. Travel costs associated with attending training courses should be charged to 7109. Include baggage fees.</td>
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<tr>
<td>7105</td>
<td><strong>Travel, Subsistence and Lodging:</strong> Expenses for gratuities, lodging, and similar subsistence and for parking fees and tolls related to 7103 and 7105. Travel costs associated with attending training courses should be charged to 7109.</td>
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<tr>
<td>7107</td>
<td><strong>Travel, Meal Reimbursements - Not Reportable to the IRS:</strong> Use for business-related meals and overtime meals. Include reimbursements for meal expenses which were incurred during trips which required overnight lodging or rest or for special work assignments, such as business luncheons, recruiting or interviewing job applicants through the lunch hour, or for any overtime work in which a meal is purchased by an employee and is eaten on the employer’s premises for the convenience of the employer. (Meals which are part of a training or education package and are not reportable to the IRS should be charged to sub-object code 7109.)</td>
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<tr>
<td>7109</td>
<td><strong>Employee Training - Transportation, Lodging, Meals, and Incidentsals (costs other than registration fees):</strong> Include costs for airfare, taxis, tolls, lodging, meals and personal vehicle mileage reimbursement, associated with employee training and development.</td>
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<tr>
<td>7111</td>
<td><strong>Travel for Student Internship Supervision:</strong> Supervision supporting recovery of travel costs incurred by employees for supervision of student internships.</td>
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</table>

**Travel Sub-Object Codes Exclusive to Athletics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>7202</td>
<td>Team Transportation</td>
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<tr>
<td>7203</td>
<td>Team Lodging</td>
</tr>
<tr>
<td>7204</td>
<td>Team Meals/Group</td>
</tr>
<tr>
<td>7205</td>
<td>Recruiting Transportation</td>
</tr>
<tr>
<td>7206</td>
<td>Recruiting Lodging</td>
</tr>
<tr>
<td>7207</td>
<td>Recruiting Meals/Group</td>
</tr>
</tbody>
</table>
AUTOMATED TRAVEL AND EXPENSE (Chrome River)

The Chrome River system allows travelers to process Expense Reports for domestic University business travel and international travel (Pre-Approval Request required for all international travel) and small business expenses. Refer to Payment for Goods and Services training materials or to the Office of Finance website for information on small business expenses. The system electronically routes all documents for approval. It is a web-based system that also houses the electronic images that support the reimbursement requests.

Once a Pre-Approval Request (international travel only) or an Expense Report is entered into the system, it will route for approval through a workflow system. All employees and students who travel must submit their own Pre-Approval Request or Expense Report for approval. After the traveler certifies the validity of the business expenditures, the document automatically routes to the immediate supervisor and the BUD in the department.

All travel rules must still be followed when using the Chrome River travel system. By submitting your travel reimbursement request to your approver, you are certifying that the expenses listed were incurred by you for, or on, official business for the Commonwealth of Virginia and such expenses were necessary for the conduct of business.

Please note the following terminology change: The Travel Estimate portion of the paper form is only used for international travel and is now called a Pre-Approval Request and the Travel Expense Reimbursement Voucher is now called an Expense Report when using Chrome River.

Obtaining Access to the Chrome River Travel System

- All ODU employees will have access to Chrome River once hired - after both the MIDAS and email accounts are set up.

- A W-9 form and Chrome River Enrollment form for Non-Employees must be submitted to W-9@odu.edu to have a Chrome River account set up for non-employees.

Issues with Chrome River - If you have any issues with Chrome River, please contact travel@odu.edu.

Questions about travel regulations - Please contact your Travel Processing Team Member if you have any questions about travel regulations.

Logging into Chrome River – Use your MIDAS credentials to log into the Chrome River travel system. The Chrome River Help Center can be accessed after logging into Chrome River and selecting “Help” for assistance with inputting or approving Pre-Approval Requests and Expense Reports. The link to Chrome River is available on all of the Office of Finance Travel-related webpages.

www.odu.edu/chromeriver
HOW TO COMPLETE AND SUBMIT A HARD COPY A TRAVEL EXPENSE REIMBURSEMENT VOUCHER

This form should only be used for:
- International travel
- Travel involving travel advances for students who do not have a current Chrome River account

GENERAL INFORMATION
All claims from an individual for reimbursement of travel expenses incurred on official business of the Commonwealth must be made on the Travel Expense Reimbursement Voucher, Travel Reimb tab of the Consolidated Travel Form or via the automated Chrome River travel system. All data required on this form must be complete. Incomplete forms will be returned without action.

- Travelers who use the paper process must use the current Travel Expense Reimbursement Voucher contained in the Consolidated Travel Form (Excel spreadsheet) located on the Office of Finance website, under Forms. See current per diem rates at: http://www.gsa.gov/portal/content/104877
- The completed voucher must be approved by the traveler's supervisor or an individual higher in the organizational structure than the traveler. The signer must be on the authorized signature list to charge the budget. TRAVELERS MAY NOT APPROVE THEIR OWN TRAVEL-RELATED DOCUMENTS.
- If the traveler is requesting reimbursement for other than his/her own expenses, the name and identification of each additional person (with sufficient justification for payment) must be noted.
- Exceptions that allow for expenditures in addition to these regulations must be referenced on a typewritten attachment to the travel voucher or included in the automated Expense Report. The code section, executive order, directive, memorandum, or other official authorization must be included.
- Travel expenses for individuals (spouses, friends, etc.) or employees not on official business for the Commonwealth are not considered valid State expenditures.
- Responsibility for the legitimacy and presentation of supporting documentation (i.e., receipts and special authorization forms) rests with the traveler.
- Responsibility for verifying the legality, legibility, and completeness of the voucher/Expense Report rests with the authorizing department.
- The traveler and Budget Unit Director are responsible for securing all required advance approvals (i.e., the specific sections of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form) and attaching the appropriately completed forms to the Travel Expense Reimbursement Voucher. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.
- The Department of Accounts performs a yearly audit of all charges.
- All miscellaneous items must be within these travel guidelines or justification must be noted on the travel voucher.
- If travel reimbursements are not claimed within prescribed schedules, the State Comptroller's Office may require an explanation of the delay.
- All outstanding travel accounts should be settled in full at the close of each fiscal year. Please adhere to the published FY closing calendar deadlines.
COMPLETING THE HARD COPY VOUCHER

To print the travel estimate or the travel reimbursement form, you must complete all of the required fields for that particular form. The "Required Cell Info" tab will provide you with the names of the required fields.

Travel Reimbursement Form

General User Information:

- Personal Vehicle Use Statement (state employees only) – required when personal vehicle used
- Name (cell J9)*
- Address (cell K11)
- City (cell J13)
- State (cell J14)
- Zip Code (cell N14)

Exceptions to the practice of using the employee’s home address must be discussed with the Assistant Vice President for Finance/University Controller at 3-3211.

- UIN (cell O15)*
- SSN – non-ODU travelers (cell AC15)
- Contact Name (cell M16)*
- Contact Phone (cell M18)*
- Title (cell AL14)
  * If you completed the Travel Estimate portion of the Consolidated Travel Form, these fields fill in automatically.

Reimbursement Voucher:

- Date, 1st row of voucher items (cell B27)
- Location, 1st row of voucher items (cell G27)
- Budget Code (cell H38)
- Sub-Account (cell W38)
- Printed Name & Title of Traveler’s Supervisor (cell AI20)

Certification of Traveler and Date (REQUIRED): The traveler must sign his/her name in ink and indicate the date the voucher is given to the traveler’s supervisor. Failure to include the date could result in the voucher being returned without action. By signing the travel reimbursement request, the traveler is certifying as to the accuracy of all information and the legitimacy of the travel. (No signature stamps will be accepted.)

Traveler’s Title (REQUIRED)

Traveler’s Supervisor and Date (REQUIRED): The Traveler’s supervisor must sign and date the voucher in ink. The supervisor must be on the authorization list to charge the budget. Failure to include the date could result in the voucher being returned without action. The signature of the traveler’s supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper. (No signature stamps will be accepted.)

Printed Name & Title of Traveler’s Supervisor (REQUIRED)

The date must be provided by both the traveler and by the supervisor. This serves as verification that both have met the state’s requirements for submission.
ACCOUNTS PAYABLE: TRAVEL TRAINING

Entering Travel Data

Date (column 1): Expenses are to be itemized on a daily basis -- not summarized for the duration of the trip.

Description (column 2): Provide details of the travel activity.

Meal per diem, hotel, personal mileage, rental car, parking, tolls, etc.

Note: The name of toll facilities must be provided. Receipts are required if tolls are $75 or more.

Miles Traveled (column 3): The miles traveled between each point must be stated on the travel voucher whenever a claim is made for reimbursement for mileage. All travel must be over the most direct practical route. Mileage claimed should be by actual odometer readings, not by estimation.

Mileage Rate (refer to Mileage Reimbursement Rates)

Mileage or Fares (column 4): Automatically calculates mileage reimbursement amount based on miles traveled and reimbursement rate selected (no entries are made in this column).

Auto Expense (column 5) - receipts required:
Expenses for commercial car rentals
All expenses for gas, oil, and maintenance (may not be claimed for personal vehicle use)

These expenses must be itemized under "Description" (column 2) and justified in an attachment to the travel voucher.

Meals (column 6):
All M&IE per diem charges and reimbursable meal/tip expenses for non-overnight travel must appear in this column. The amount for each day should be shown as one entry.

Using Per Diem – select the appropriate per diem (full or 75%) at https://www.gsa.gov/portal/content/104877 (for cities not listed, use the standard rate)

NOTE: Some departments may choose to reimburse employees for actual expenditures (up to the M&IE per diem amount) rather than the M&IE per diem. Receipts are required in those instances. Please indicate whether you are claiming the M&IE per diem on the travel voucher. If the traveler is using actual cost for meal expenses, indicate the number of meals in column 2 (description) and whether breakfast, lunch, or dinner.

Travelers may NOT claim an amount greater than the M&IE per diem even with supporting receipts.

Business Meals – enter the dollar amount for the meals claimed – in column 2, indicate business-related meal and whether breakfast, lunch, or dinner.

The number of meals is not required where the M&IE is claimed. However, if a meal expenditure (defined as the amount claimed on the travel voucher) of $75 or more is incurred, it must be listed on a separate line on the travel voucher and a receipt is required. If official business meals are claimed for persons other than the traveler, the names and reason must be given, and the Business Related Meal Expense Statement must be completed and attached.
Lodging (column 7): The original receipt is required. Report all expenditures for lodging, including Pullman berth or seat, in this column. List each day’s charges separately. If lodging exceeds the allowable rate, be sure to complete the Lodging Exception Request.

NOTE: If travel was to a foreign destination, you must attach printouts of the appropriate per diem/lodging rates in effect for the time of travel. If you made payment via the Internet, you must provide the hardcopy final (payment) page from the Internet showing the total cost and confirmed services.

Other (column 8): All reimbursable expense items not covered in the preceding columns must be listed here. A description of each item must be given in the description column.

Examples include business telephone calls, airfare, parking, tolls, etc. Provide receipts and justification, as required.

Amount and Totals: Calculates automatically.

Please submit your travel reimbursement vouchers in U.S. dollars/English – please print the page from whatever currency conversion calculator that you do use and attach to your travel reimbursement voucher.

Budget (REQUIRED CELL) In the space provided, indicate the budget code to charge for the travel. If more than one budget code is to be charged, the amount to be charged against each budget must be provided – hand write additional budget codes.

Split-coding between Commonwealth/Other ledgers - If the travel is to be split-coded between a Commonwealth budget and a Local budget, you must submit a separate voucher for Commonwealth and one for Local. The vouchers should be submitted for payment at the same time.

Sub-Account – Refer to the list of travel sub-accounts.

Total Sheet 2: If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler’s name on the continuation sheet.

Total Sheet 3: If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler’s name on the continuation sheet.

Need more space? If you need more than two continuation sheets, you will need to complete another Travel Expense Reimbursement Voucher. Submit both vouchers at the same time.

Grand Total: Calculated automatically, this is the total of all expenditures, including the continuation sheet.

Amount Advanced: Any advances related to this travel must be listed here

Payment/(Due to Agency): Calculated automatically, this figure is the total amount due to the employee and should be the grand total of all expenses listed on the voucher.
Required fields

Required signature and date for traveler and supervisor – be sure to attach all required approval forms – travelers may not approve their own travel-related documents.

Always use the current form.

Charges for airfare, parking, business telephone calls, rental car charges, etc., are entered in column 8. Itemize in Column 2.

* The traveler certifies that any tickets/registrations/etc., associated with this reimbursement request were paid for in full and in advance by the traveler and not by any...
<table>
<thead>
<tr>
<th>1. DATE</th>
<th>2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.</th>
<th>3. MILES TRAVELED</th>
<th>4. MILEAGE RATE</th>
<th>5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)</th>
<th>6. PER DIEM AMOUNT</th>
<th>7. LODGING (SHOW PULLMAN SEPARATELY)</th>
<th>8. OTHER (ITEMIZE IN SECOND COLUMN)</th>
<th>AMOUNT</th>
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Submitting the Hard-Copy Voucher

The entire voucher (with *original signatures and dates*) together with appropriate receipts and supporting documentation should be submitted to the Accounts Payable Department. All required approval documentation should be attached:

- ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (with appropriate sections completed)
- Hard-copy confirmations of expenses if online methods were used to procure services
- Printout of the appropriate per diem rate table for international destinations
- Currency conversion information for international travel
- All international travel - receipts converted to English and U.S. Dollars
- All required receipts (business meals, car rentals, etc.)
- Business Related Meal Expense Form, if required
- Copy of travel advance form, if applicable
- All miscellaneous items must be within University travel guidelines, or justification must be noted on the travel voucher.
- Cost/benefit analysis for use of Chartered Aircraft and the Approval for use of Chartered Aircraft.
- Approval for use of personal aircraft and documentation of comparable costs for other travel means.
- Receipts for public transportation, hotel, and registration fees must show a zero balance and indicate method of payment. If paid with a credit card, provide the type of credit card (Visa, MasterCard, etc.) and the last 4 digits of the credit card.

NOTE – tape original receipts for each purchase to a blank 8 ½” by 11” sheet of plain paper. Use as many sheets as required. Tape the top and bottom of each receipt but do not cover any information with the tape (receipts can be mutilated by the tape, rendering the information unreadable).

Submission Timing (applies to hard-copy form and automated Expense Report)

- **Employee** - The voucher should be presented by the employee to the supervisor for approval within sixty (60) calendar days after completion of the trip where overnight travel is involved (14 days when a travel advance is issued). Employees on continuous travel should request reimbursement at least monthly. The voucher should be signed *and dated* by the employee.
- **Traveler’s Supervisor** - For all travel vouchers, the traveler’s supervisor must approve (*by signing and dating*) the voucher and submit the voucher to the Accounts Payable Department for processing within five (5) business days of receipt from the employee. The individual approving for payment must be on the authorized signature list (or the Budget Unit Director) for the budget charged. If the traveler is the Budget Unit Director, the supervisor of the Budget Unit Director must approve and this will satisfy the approval requirement. *Please ensure that the supervisor’s name and title have been entered.*
  - In the case of a non-state employee, the BUD must approve (*by signing and dating*) the voucher and submit the voucher within five (5) business days of receipt from the non-state employee.
- **Accounts Payable Travel Processing** - If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is five (5) business days from receipt of a complete and accurate voucher. Vouchers processed by the travel processor by Tuesday should be deposited by Friday (if processed after Tuesday, the funds will be deposited on Wednesday of the next week) *as long as the voucher is submitted correctly.*
**Incomplete Documents/Processing Time** – Travelers who submit incomplete and/or inaccurate forms to Travel Processing will be sent an email (copy to the contact name on the travel voucher) indicating the corrections needed or listing the additional items needed before the travel voucher can be processed. For example, itemized receipts, receipt showing method of payment/zero-balance receipt (if credit card, last 4 digits of card must be on receipt), travel estimate form, business related meal form, original signatures, boarding passes, etc. **Accounts Payable will not send submitted paperwork back through campus mail.** The original forms may be picked up in Accounts Payable if necessary (Rollins Hall, room 2005).

<table>
<thead>
<tr>
<th>Direct Deposit</th>
<th>All travel/small business expense reimbursements are electronically deposited into the employee’s checking or savings account.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travelers should complete the AP Direct Deposit Enrollment Form (sample form, next page) as soon as possible and no later than when submitting the first travel or small business expense reimbursement to Accounts Payable. If a traveler’s banking information changes – a “change” must be submitted to Accounts Payable so that reimbursements are deposited into the proper account. Forms should be sent to Linda Wallace in Accounts Payable. The form is available from the Office of Finance website under Forms. You can find the URL for the form below:</td>
</tr>
<tr>
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<td><a href="http://www.odu.edu/content/dam/odu/offices/finance-office/docs/ap-direct-deposit.pdf">http://www.odu.edu/content/dam/odu/offices/finance-office/docs/ap-direct-deposit.pdf</a></td>
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AC COUNTS PAYABLE: TRAVEL TRAINING

ACCOUNTS PAYABLE DIRECT DEPOSIT FORM

RETURN FORM TO:
Accounts Payable, Office of Finance
Alfred B. Rollins Hall
Norfolk, VA 23529-0045

☐ Please have my travel/small business expense directly deposited to my account at the financial institution shown below. I agree to submit a new AP Direct Deposit Form immediately if there are any changes to the banking information so that travel/small business expense reimbursements paid to me are not disrupted.

1. ENTER EMPLOYEE’S INFORMATION (Please type or print clearly)
   UN (University Identification #) NAME (LAST, FIRST, MIDDLE) TELEPHONE NUMBER

2. ENTER BANKING INFORMATION (Please complete all fields)
   BANK NAME Branch #
   ESTABLISH CHANGE CHECKING SAVINGS

> ATTACH HERE <

Please staple a voided blank check that contains both the bank’s imprinted routing number and your personal account number. (Required)

I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

EMPLOYEE’S SIGNATURE DATE

Send completed form to Linda Wallace in Accounts Payable Audit (lwallace@odu.edu)

FOR OFFICE USE ONLY

Accounts Payable Audit [ ]
Function: ADD___ DELETE___ CHANGE___
Keyed by Date Reviewed by Date

General Accounting [ ]
Function: ADD___ DELETE___ CHANGE___
Keyed by Date Reviewed by Date

Revised 06/23/2015

Be sure to include the voided blank check with your form – resubmit this AP Direct Deposit form if your banking information changes

Be sure to sign and date this form
TRAVEL REIMBURSEMENT REQUIREMENTS (All travelers must comply)

Although not all-inclusive, the following information is **required** for expense reimbursement and must be submitted with the Travel Expense Reimbursement Voucher by the traveler:

- Social Security Number - non-University employees (IRS requirement)
- **UIN - University employees**
- All authorization approvals and exception approvals (which must be **approved** in advance of travel – if original kept in AP, send copy and note that AP has original – travelers may not approve any of their own travel-related documents)
- Reason for travel
- Hard-copy confirmations (**payment page**) of expenses if online methods were used to procure services (i.e., hotel, airline tickets)
- Reason for internet usage, business phone calls or facsimiles (see cell phone substantiation rules)
- Printout of appropriate per diem rate table for international destinations
- Original itemized, zero-balance receipt for lodging (show payment method and if paid by credit card, the last 4 digits of credit card #)
- Receipt for each meal expenditure of $75 or more (IRS requirement)
- Receipt for registration fees (show payment method and last 4 digits of credit card #)
- Receipt required for public transportation (i.e., air, rail, etc – show payment method and last 4 digits of credit card #)
- Approval for use of private or chartered airlines/State-owned aircraft – include cost benefit analysis and associated documentation
- Baggage fee noted in description and provide justification/reason (i.e., agency standard).
- Out of Country Travel – submitted in U.S. Dollars (Include a copy of conversion used, convert all receipts to U.S. dollars and English.)
- Documentation about cost for single room plus cost for additional persons staying in the hotel room

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursement requests. Travel reimbursements will not be made from travel charge card statements or tissue receipts. **Each day’s expenses must be shown separately on the voucher.**

Travelers must submit the Travel Expense Reimbursement Voucher to the supervisor within sixty (60) calendar days after completion of the trip where overnight travel is involved (14 days when a travel advance has been issued). **Employees on continuous travel should request reimbursement at least monthly. Supervisor’s name and title must be entered.**

**Certifications by Traveler and Supervisor**

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler’s supervisor certifies that he agrees that the travel was necessary and the requested reimbursements are proper.

Travelers are reminded that items paid via purchase order or the PCard should NOT be claimed for reimbursement on the Travel Expense Reimbursement Voucher, since the items have been directly paid to a vendor.

**Submitting a false claim for reimbursement constitutes fraud.**
The forms shown below can be downloaded from the Office of Finance website, unless otherwise noted – most forms are fillable PDF forms.

- **Chrome River Enrollment Form for Non-Employees** – In order for non-employee travel reimbursements to be processed, individuals must be set up in Banner as a vendor with a University Identification Number (UIN) assigned and then set up in Chrome River to receive reimbursements. All non-employees must complete the Chrome River Enrollment Form for Non-Employees. Full information about the process for setting up non-employees is contained on the following page: [http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements](http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements)

- **Consolidated Travel Form** (Excel) – **Travelers should ensure that they are using the most recent form posted on the Office of Finance website.** All travelers must use the consolidated form when seeking reimbursement of travel-related expenses. The form contains the current meal per diems, current lodging rates, and current mileage rates. Required fields are noted and the respective forms that reside on the tabs cannot be printed unless all required information is entered. Be sure that macros are enabled. **If a field changes your text to a different format (i.e., converts time to date), put a label in front of your text so that Excel identifies the information as text that should not be changed.**
  - **Travel Estimate Tab** - ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form - This form must be completed in advance of any INTERNATIONAL travel. The section for excessive lodging must be completed only if lodging costs exceed the published guidelines. Out of Country travel approval is required for all travel outside the United States. Certain information on this form links to the Travel Expense Reimbursement Voucher. **Travelers may not approve their own travel-related documents.**
  - **Travel Reimb Tab** - Travel Expense Reimbursement Voucher - This form is used to request reimbursement for expenses incurred as a result of University travel and must be submitted within 60 calendar days upon return.
  - **Travel Reimb Cont Sheet Tabs (2)** - used when expenses won’t fit on the Travel Expense Reimbursement Voucher

- **Business-Related Meal Expense Statement** (Word)
- **Corporate Travel Card** – Employee Agreement (completed when initial card received and annually thereafter)
- **Request for Travel Advance and Summary of Travel Expenses Form** – **Travelers may not approve their own travel-related documents.**
- **Request for Student Travel Advance Form**
- **Accounts Payable Direct Deposit Enrollment Form**

The chart on the following page is provided as a quick reference about many travel-related forms. Please refer to specific information in these training materials for more details and requirements.

**All forms may not be referenced, and other documentation may also be required.**
<table>
<thead>
<tr>
<th>Form Submission Chart (not all inclusive of requirements)</th>
<th>Why It’s Needed</th>
<th>Who Can Approve</th>
<th>Timing</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ODU Travel Estimate (Travel tab of the Consolidated Travel Form) or Pre-Approval Request</strong> (attach original to travel voucher or indicate original form in AP*)</td>
<td>Required for all international travel</td>
<td>Dean or Director reporting directly to a Vice President **</td>
<td>In advance of travel.</td>
<td>Signed/approved copy must be attached to any travel advance requests or POs associated with travel. Original must be included with Travel Voucher *</td>
</tr>
<tr>
<td><strong>For Travel Outside the Boundaries of the United States and Its Territories - on the Travel Estimate tab of the Consolidated Travel Form, provide funding source - requires signature of Provost/Vice President for Academic Affairs</strong> (attach original to travel voucher or indicate original form in AP*)</td>
<td>State requires pre-approval for all international travel – in Chrome River, submit Pre-Approval Request</td>
<td>Budget Unit Director, Dean/ Director, and Vice President signatures required</td>
<td>In advance of travel – recommended 30 days in advance as a minimum</td>
<td>Signed/approved copy must be attached to any travel advance requests *. Original must be included with Travel Voucher. Must be submitted in U.S. Dollars and currency conversion method attached.</td>
</tr>
<tr>
<td><strong>Business-Related Meal Expense Statement</strong> (attach original to travel voucher)</td>
<td>Meals not associated with overnight travel are not allowed unless specific requirements are met.</td>
<td>Signature of traveler required</td>
<td>When reimbursement voucher submitted</td>
<td>Original attached to Travel Voucher – receipt required</td>
</tr>
<tr>
<td><strong>Request for Travel Advance and Summary of Travel Expenses Form – ODU employees must submit in Chrome River</strong> (attach a copy to your travel voucher)</td>
<td>Required if traveler is requesting travel funds in advance to cover out of pocket expenses – restrictions apply</td>
<td>Signature of traveler required – approval of budget unit director or someone higher in the organizational structure **</td>
<td>Approximately 2 weeks prior to travel – checks available 3 days before travel occurs</td>
<td>Show advance amount on travel voucher – must submit travel voucher within 14 days of travel</td>
</tr>
<tr>
<td><strong>Travel Voucher must be submitted within 14 calendar days to reconcile advance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Request for Student Travel Advance Form – students with a current Chrome River account must submit in Chrome River</strong> (attach a copy to your travel voucher)</td>
<td>Required if student traveler requesting travel funds in advance to cover out of pocket expenses</td>
<td>Signature of student traveler required – approval of budget unit director or someone higher in the organizational structure than traveler **</td>
<td>Approximately 2 weeks prior to travel – checks available 3 days before travel occurs</td>
<td>Most travel arrangements should be prepaid – show advance amount on voucher – must submit travel voucher within 14 days of travel</td>
</tr>
<tr>
<td><strong>Travel Voucher must be submitted to reconcile advance within 14 calendar days</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel Expense Reimbursement Voucher (Travel Reimb tab of Consolidated Travel Form) or Expense Report</strong> (* indicate if Travel Estimate Form in AP)</td>
<td>To request reimbursement for travel expenses – official state business only</td>
<td>Signature of traveler required – approval of supervisor (must be on signature list) or someone higher in the organizational structure than traveler **</td>
<td>Submit within 60 calendar days of travel, supervisor must submit to AP within 5 work days of receipt from employee</td>
<td>Attach original signed ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (or indicate original form in AP *)– must be signed and dated by the traveler and supervisor.</td>
</tr>
<tr>
<td><strong>Travel Expense Reimbursement Voucher continuation form (Travel Reimb Cont Sheet tab of Consolidated Travel Form) or Expense Report</strong></td>
<td>As a continuation of travel expenses</td>
<td>Same as Travel Expense Reimbursement Voucher **</td>
<td>See Travel Voucher</td>
<td>Must be attached to Travel Voucher – be sure your name is on the cont. sheet</td>
</tr>
<tr>
<td><strong>Lodging Exception Request - located on the Travel Estimate tab of the Consolidated Travel Form</strong> (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or Expense Report – complete Lodging Exception Request - Must be completed and approved by BUD or Assistant Vice President for Finance/ University Controller after the trip. Attach original to travel voucher – or indicate original in AP*)</td>
<td>Must be used when lodging costs exceed published per diem amount</td>
<td>Budget Unit Director or Assistant Vice President for Finance/University Controller may approve up to 100% over guidelines, exceptions more than 100% over guidelines must be submitted to Richmond for approval **</td>
<td>Allow sufficient time to obtain approvals – submit to AP after travel</td>
<td>Attach original, signed and approved form to travel voucher (or indicate original in AP*)</td>
</tr>
</tbody>
</table>

** Travelers may not approve their own travel-related documents – approval must be provided by someone higher in the organizational structure.
COMMON REASONS WHY TRAVEL VOUCHERS/EXPENSE REPORTS ARE REJECTED OR DELAYED

1. No Pre-Approval Request input or approved in the Chrome River system - required for all international travel.
2. Daily expenses are not shown separately – REQUIRED.
3. Expense Report submitted more than 60 days after and no explanation is recorded in Comments section of the Expense Report in the Chrome River system.
4. Special approval form(s), supporting documents or authorized emails not attached (i.e., Pre-Approval Request in Chrome River).
5. Justification not recorded on Expense Report for what appear to be excessive lodging and/or meal expenses - REQUIRED – must be approved by BUD or Assistant Vice President for Finance/University Controller.

The Expense Report is automatically routed to the BUD or the Assistant Vice President for Finance/University Controller for approval of excess lodging or meals after the trip or event. Justification for the excess lodging rate must be recorded in the Comments section of the Expense Report.

   Justification for Excess Lodging
   - Conference hotel
   - No other hotel rooms available within reasonable distance
   - Conference hotel booked
   - Other (provide explanation)

6. No supporting bills, receipts, invoices – be sure to provide a zero-balance hotel bill. The payment method is required for items that can be procured with the Small Purchasing Charge Card - PCard. – REQUIRED.
7. No hard-copy confirmation of expenses (payment page) if online methods were used to procure services – REQUIRED.
8. Expense Report not submitted in English for international reimbursements – REQUIRED.
9. Supporting bills, receipts, and invoices do not equal amounts claimed
10. No purpose of travel selected – REQUIRED – Expense Report cannot be saved in Chrome River without this information.
11. The Pre-Approval Request or Expense Report is input in Chrome River by the delegate but the report is not electronically submitted by the traveler or electronically approved by the supervisor or Budget Unit Director – REQUIRED.
12. Car rental insurance claimed - this is not allowed.
13. Add on GPS charges – NOT ALLOWED
14. No budget code provided - REQUIRED – Pre-Approval Request or Expense Report cannot be saved if this information is not completed.
15. Refueling fees for rental vehicles - not allowed - reimbursement for actual expenses for gas/oil allowed with supporting receipts.
16. Failure to attach a cost analysis for personal vehicle usage for daily mileage at 200 miles or more – REQUIRED.
17. Failure to indicate the city and state where the hotel is located when meal per diems are being claimed. Departments can choose to reimburse employees for actual meal expenditures, not to exceed the amounts shown on the GSA CONUS and OCONUS rate table for the specified meals, but must supply receipts when this is the case. If using the M&IE per diem, do NOT attach meal receipts. The Chrome River system will automatically calculate the allowable per diem based on the location (city and state) input for in-state and out-of-state destinations when the M&E expense type is selected.
18. Failure to attach a copy of the travel guidelines from a grant, local fund, or contract OR a memo signed by the Principal Investigator/budget unit director indicating that there are no special travel guidelines contained in the grant, local fund or contract. (REQUIRED). If the grant or contract is silent on the issue, the travel guidelines apply.
19. Failure to attach documentation of the cost of a single room and the cost for additional persons sharing the room when 2 or more sharing the room - REQUIRED.
20. Failure to record the actual hotel rate and hotel taxes on separate lines using the Expense Types for Lodging and Lodging Taxes when preparing the Expense Report - REQUIRED.
REVIEWING PAYMENT INFORMATION IN BANNER

In order to research travel expense reimbursement vouchers in Banner, you must have the appropriate Banner access. Please attend Banner Finance and Budget training for full details on the Banner Finance research process.

◊ If a travel expense reimbursement voucher form is complete and accurate, Accounts Payable will key the reimbursement in Banner
  – INNI transaction by traveler’s name on FGITRND
    Note: If you know you have submitted a travel reimbursement but it does not show up on FGITRND, please review Chrome River or view “Pending Documents” from FGIBAVL.
  – From options pull-down menu, select “Query Document”
    – Takes you to FAIIINVE- the due date is the date the voucher was processed – if you need more details (trip dates, etc.) please contact your travel team
  – All reimbursements for ODU employees are done via AP Direct Deposit
QUESTIONS?
If you have questions about the information contained in this handout, please contact one of the following individuals:

Barbara Stokes (bstokes@odu.edu)
Acting Accounts Payable Manager
683-4813

Melissa Snowden (msnowden@odu.edu)
Accounts Payable Travel Supervisor
683-5020

BIG BLUE TEAM
Claudia James (cajames@odu.edu)
Accounts Payable Travel Processor
683-5435

MONARCH TEAM
Cecilia Turnbull (cturnbul@odu.edu)
Accounts Payable Travel Processor
683-4964

LION TEAM
Jay Hunemuller (jhunemul@odu.edu)
Accounts Payable Travel Processor
683-6831

CHROME RIVER QUESTIONS
Please address questions about Chrome River to Travel@odu.edu.

PROBLEMS, COMPLAINTS, EXCEPTIONS
If you have problems or complaints about the manner of service or need to request an exception, please contact the following individual:

Mary Deneen (mdeneen@odu.edu)
Assistant Vice President for Finance/University Controller
683-3211

ADDITIONAL INFORMATION
The University’s travel policies and procedures are contained in this training document, and University travelers must adhere to the information contained herein, which may be more restrictive than the Commonwealth’s travel regulations. You may refer to the Virginia Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual, section 20335 (Travel Regulations) for additional information. The web address below links you directly to the current PDF file containing the travel regulations dated December 1, 2015.

PART I: MULTIPLE CHOICE

DIRECTIONS: Please read each question carefully and circle the correct response. If more than one answer applies, circle as many as apply.

1. Travel Reimbursement Vouchers must be completed and submitted to Accounts Payable within how many days upon return from your trip?
   a. 1 to 8 after trip completion
   b. 10 to 15 after trip completion
   c. Within 60 business days
   d. Within 60 calendar days
   e. None of the above

2. The minimum amount that can be requested for an employee travel advance is:
   a. $200
   b. $100
   c. $50
   d. $25
   e. None of the above

3. What statements are true about excess lodging?
   a. The Expense Report in Chrome River routes automatically to the BUD.
   b. The Expense Report in Chrome River routes automatically to the Assistant Vice President for Finance/University Controller, if applicable.
   c. The traveler must enter the actual hotel rate and taxes on separate lines.
   d. Excess lodging can be approved after the trip.
   e. All of the above statements are true.

4. If a traveler on official business is involved in an accident while operating a rental car, what should be done:
   a. Contact the state police or the local police of the jurisdiction where the accident occurred.
   b. Notify the car rental contractor by calling the telephone number contained in the rental car agreement. Also, complete a contractor Vehicle Accident Report.
   c. Contact Facilities Management of Old Dominion University and notify them of the accident.
   d. Contact ODU's Office of Risk Management.
   e. All of the above

5. Which statements are true about overtime meals?
   a. Reimbursement for an overtime meal when not on overnight travel may be allowed when overtime must be worked for official business reasons.
   b. An overtime meal allowance does not apply during overnight travel status.
   c. An overtime meal allowance is allowed when overtime worked is in excess of the employee’s normal, scheduled work hours.
   d. Reimbursement for overtime meals is processed by Payroll.
   e. All of the above.
   f. None of the above.
6. Corporate Travel Cardholders must comply with a number of guidelines. Please circle all statements that apply:
   a. Charge card balances must be paid in full by the due date.
   b. Charge cards may be used only for reimbursable expenses incurred while conducting official state business.
   c. Charge cards may be used to purchase airline tickets in emergency situations only.
   d. All of the above
   e. a and c only

7. What statements are true about international travel?
   a. All international travel must be approved in advance.
   b. Chrome River automatically converts entries to U.S. dollars.
   c. No printouts of per diem rates are required when submitting international travel in Chrome River.
   d. All of the above statements are true.
   e. None of the above statements are true.

8. What statements are true about travel advances?
   a. Employees submit travel advance requests in Chrome River.
   b. If the trip involves international travel, a copy of the Pre-Approval Request must be attached to the advance request.
   c. If a student does not have a current Chrome River account, the hard copy Student Travel Advance Form may be submitted.
   d. All of the above statements are true.
   e. None of the above statements are true.

9. What statements apply to receipts for public transportation, registration fees, and hotel charges?
   a. International receipts must be converted to U.S. dollars and English.
   b. Receipts must show a zero balance.
   c. If payment was made with a credit card for items that can be purchased with the PCard, you must provide the type of credit card used and the last 4 digits of the card number.
   d. Receipts must show method of payment.
   e. All of the above

10. When an employee anticipates that out-of-pocket expenses for a specific trip will cause a financial burden, what form/process should be used to request funds in advance of the trip?
    a. Travel Advance Form/process
    b. Cash Advance Form
    c. Travel Reimbursement Form
    d. Business Related Meal Form

11. Where do employees submit Travel Expense Reimbursement Voucher and Travel Advance forms?
    a. Accounts Payable
    b. Cashiers' Office
    c. President's Office
    d. Personnel Office
12. Which statements are true about meals in conjunction with overnight business travel?
   a. Meals and certain other incidental travel expenses are reimbursable for overnight official business travel outside the traveler’s official station.
   b. Reimbursement for such expenses shall be based on a fixed allowance.
   c. The M&IE per diem used corresponds to the location of related overnight travel.
   d. All of the above statements are true.
   e. None of the above statements are true.

13. What travel expenses **cannot** be advanced before the trip on a travel advance?
   a. Airfare expenses
   b. Car rental expenses
   c. Registration fees
   d. None of the above travel expenses can be requested on a Travel Advance form

14. What miscellaneous expenses are reimbursed as part of the M&IE per diem?
   a. Parking and tolls
   b. Meals
   c. Personal telephone calls
   d. Gratuities

15. For authorized overtime meals, how can funds be reimbursed?
   a. By claiming actual expenses, supported by a receipt, up to amount shown on the applicable M&IE rate table.
   b. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. The amount depends on the number of hours worked or traveled, when the overtime occurs, and whether the overtime took place within the official station or outside the official station.
   c. Employees cannot be reimbursed for overtime meals.
   d. None of the above.

16. What expenses will **not** be reimbursed by the Commonwealth?
   a. Expenses for children, spouses or companions while on travel status
   b. Alcoholic beverages
   c. Room maid tips and movie charges to hotel rooms
   d. None of the above will be reimbursed by the Commonwealth

17. Essential information needed to process the hard copy Travel Reimbursement Expense Voucher:
   a. Name and home address of traveler
   b. Traveler's signature and social security number (visitors and non-ODU employees) or UIN (employees)
   c. Authorized signature and department budget code
   d. All of the above

18. Questions concerning travel terms, procedures, and practices, etc., should be directed to:
   a. Accounts Payable Manager
   b. Cecilia Turnbull
   c. Melissa Snowden
   d. None of the above
PART II: TRUE OR FALSE

DIRECTIONS: Please answer TRUE (T) OR FALSE (F) for each of the following statements. Please read each statement carefully.

_____ 1. Any ODU employee can request a travel advance when traveling on University business.

_____ 2. The Lodging Exception Request can be completed after the trip takes place.

_____ 3. Travel outside the boundaries of the United States and its territories must be approved prior to the trip.

_____ 4. Approval of travel outside the boundaries of the United States and its territories is required before requesting a travel advance.

_____ 5. Reimbursement for personal mileage of out-of-country travel will be at the rate established in the prior Appropriations Act.

_____ 6. If you are charged a baggage fee, you must document the expense and provide a reason for the charge.

_____ 7. All international travel must be approved in advance in writing.

_____ 8. Vehicle rental - the traveler should never inquire about a commercial discount rate when the vehicle is rented.

_____ 9. Rental vehicles should be refueled before being returned since refueling charges are usually very expensive.

_____10. When you submit the Travel Expense Reimbursement Voucher, please include the type of car rented (Economy, Compact, Two-Door, Full Size, etc.) in the description field.

_____11. Travelers will be reimbursed for actual expenses of car rental rather than at mileage rates, so receipts for the car rental and an accurate accounting of gas purchases must be submitted on the Travel Expense Reimbursement Voucher or Expense Report.

_____12. Insurance coverage offered by rental car contractors should be accepted.

_____13. An employee can be reimbursed for an overtime meal allowance when in overnight travel status.

_____14. Frequent flyer coupons earned while on official University business can be used for personal travel.

_____15. If an emergency situation arises and you need to change travel arrangements while on a trip, you may use the Corporate Travel Card to pay for any additional charges.

_____16. Noncompliance with Corporate Travel Card policies will result in revocation of charge card privileges without alternative cash advance options.

_____17. All damage, regardless of amount, and all accidents (both major and minor) must be reported to the State Police.
18. If an employee no longer travels on University business, the employee should request that Accounts Payable cancel the Corporate Travel Card and return the card to Accounts Payable.

19. The rate of 24.6 cents per mile applies when the daily mileage is 200 miles or more and no cost/benefit analysis is provided to show that use of a personal vehicle is cheaper.

20. The IRS business rate of 54 cents per mile applies when the daily mileage is less than 200 miles.

21. Non-employees must be set up in Banner as a vendor with a UIN and then set up in Chrome River to receive reimbursements.

22. Corporate Travel Card Application forms are available from Procurement Services.

23. Hourly employees can apply for a Corporate Travel charge card.

24. The individual cardholder is responsible for all charges made with the Corporate Travel Card. Charge card bills are sent to the cardholder's home address.

25. The reimbursement rate for use of a personal vehicle is $.20 per mile.

26. Personal charges are allowed on the Corporate Travel Card.

27. Travelers should select use of a luxury vehicle rental while on official business.

28. You can use any travel agency for making all business-related travel arrangements.

29. Travel advances for students should be submitted in Chrome River unless the student does not have an active Chrome River account.

30. Travel advances must be submitted a minimum of one month prior to the trip.

31. Employees can use their corporate travel charge cards to purchase airline tickets, but they will not be reimbursed until they file a travel expense reimbursement voucher.

32. Failure to include justification in the Comments section of the Expense Report when seeking approval for excess lodging will delay approval.

33. Travel advances will not be processed for less than $100.

34. When on official business, employees may use their own personal car, a rental vehicle, or a state vehicle. The choice is up to the employee.

35. If a Corporate Travel Cardholder becomes 91 days delinquent, ODU will deduct the total delinquent charges from the cardholder’s pay and pay Bank of America directly.

36. If two or more people are traveling on official state business and staying in the same hotel room, the allowable lodging rate will be the lodging rate allowed in the area they are staying, plus the cost charged by the hotel for any additional persons in the room.
PART I: Multiple Choice

1. d  
2. d  
3. e  
4. a, b, & c  
5. e  
6. d  
7. d  
8. d  
9. e  
10. a  
11. a  
12. d  
13. d  
14. b, c, d  
15. b  
16. d  
17. d  
18. a, b & c

PART II: True or False

1. F  
2. T  
3. T  
4. T  
5. F  
6. T  
7. T  
8. F  
9. T  
10. T  
11. T  
12. F  
13. F  
14. F  
15. T  
16. T  
17. T  
18. T  
19. T  
20. F  
21. T  
22. F  
23. F  
24. T  
25. F  
26. F  
27. F  
28. T  
29. T  
30. F  
31. T  
32. T  
33. F  
34. T  
35. T  
36. T