

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Completing Non-Employee Travel Reimbursements

Procedure: 6-735

A. PURPOSE

The purpose of this procedure is to provide guidelines for completing the Expense Report in the Chrome River system for non-employees. Supporting documentation is required for all expenditures.

B. DESIGNATED STAFF

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Chrome River Enrollment Form
Commonwealth of Virginia Substitute W-9 Form
Expense Report – online in Chrome River
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations” - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

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Chrome River Enrollment for Non-Employees

An account must be set up in Chrome River to submit a non-employee reimbursement for visitors, guest speakers, candidates and ODU students who did not have active Chrome River accounts.

The non-employee must complete the following forms to have a non-employee account set up in Chrome River:

- Chrome River Enrollment Form for Non-Employees and
- Form W-9 – Request for Taxpayer Identification Number and Certification (Commonwealth of Virginia Substitute W-9), if the vendor is not in Banner.

The Chrome River Enrollment Form for Non-Employees and Form W-9 may be submitted to the AP Audit Supervisor via email to lwallace@odu.edu or fax to 757-683-5729. The forms can be obtained from the Office of Finance website at <http://www.odu.edu/finance/forms>.

The department contact person referenced on the Chrome River Enrollment Form for Non-Employees will receive an email notification from Travel@odu.edu once the non-employee account is set up.

Completing Non-Employee Reimbursements in Chrome River

All non-employee reimbursements must be created and submitted in Chrome River by an ODU employee. Non-employees will not be granted access to submit Expense Reports in Chrome River. <http://www.odu.edu/facultystaff/university-business/travel>

Reference the Chrome River Training Guide online in the Help Center for general instructions on completing Expense Reports or refer to procedure 6-721 - *Completing Travel Reimbursements* on the Office of Finance website.

- The Non-Employee expense tab must be selected to input all non-employee expense reimbursements.
- The name of the non-employee must be selected from the Payee list.
- The grand total of all expenses to be reimbursed must be recorded on the main Non-Employee screen, and the appropriate expense tabs must be selected to record the expenses daily.
- The PDF cover page must be signed by the non-employee to certify the reimbursement amount is correct, once the Expense Report is completed.
- The signed copy of the PDF cover page must be attached to the Expense Report as a receipt before the report is submitted.
- The Expense Report, once submitted, will first be routed to the supervisor of the ODU employee who creates the reimbursement, and then to the responsible Budget Unit Director for the respective budget.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by

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the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.