A. PURPOSE

The purpose of this guideline is to outline how an employee can obtain a travel advance.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report for Travel Advance – online in Chrome River
Conference Agenda
Hotel Reservation
Misc. Price Quotes/Cost Estimates

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”
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:

1. Travel advances are issued to the traveler.

2. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses.

3. Advances will not be processed for less than $25.

4. 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, a hotel reservation should be provided indicating the hotel name, the dates of the stay, and the rate per day.

5. A traveler must submit a new Expense Report to request a Travel Advance in Chrome River at least 2 weeks prior to the trip.

6. Steps to submit the request for a Travel Advance:
   - Click on Access Chrome River Travel System at http://www.odu.edu/facultystaff/university-business/travel
   - Click on + New from the Dashboard
   - Select New Expense Report
   - Complete the following information in the Expense Header section:
     a. Report Name – Must be a unique name (i.e., Event Name/Location/Date)
     b. Pay Me In – U.S. Dollars will automatically default
     c. Start Date – Beginning date of event
     d. End Date – Event ending date
     e. Travel Type – select Domestic U.S. or International, as applicable
     f. Purpose – select the reason from the list by clicking on the drop-down arrow
     g. Destination
• Click on the Travel Advance button under the Add Expense column
• Complete the following information on the Travel Advance request

a. Pay Date – Input the date the funds are required, approximately 3-5 days before the trip
b. Amount – The system will automatically calculate the amount
c. Input the amount requested in whole dollars for the following categories, as applicable:
   Transportation, Lodging, Meals, Registration fees, Training and Other
d. Payment Method – Employees should select Direct Deposit. An explanation will be required if selecting Check.
e. Comments – Include any additional conference or trip details
f. Receipt/Docs Attached – Attach conference agenda, transportation, lodging, registration or training details, confirmations, price quotes or cost estimates
g. Allocation – The cash advance fund 015001 will automatically default so the drop-down menu cannot be selected. Select the appropriate code for the advance in the second field.
   • 0274 – Employee Advance
   • 0279 – Student Advance

Type the department budget code in the third field.

h. Attachments – Click on Add Attachments to attach receipts
   • Select upload attachments OR
   • Drag and drop the image to upload

i. Responses must be provided for any error messages displayed which are identified with a red triangle.
j. Click PDF Report to print a hard copy of the Travel Advance, if needed
k. Click Save
l. Click Submit
m. Click Pre-Approval to attach the corresponding Pre-Approval Request prepared for the trip (required for international travel only)
   • Locate the Pre-Approval Request by clicking on select to browse

n. Click Submit to submit the Travel Advance request for approval
7. By submitting an advance, 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.

8. By approving an advance, a budget unit director certifies availability of funds.

9. The funds will be deposited in the traveler’s designated account or disbursed by check within approximately 3 workdays before the trip begins. If a check was requested, Accounts Payable Audit will notify the traveler via e-mail when the check is available for pick up.

10. Travelers must submit an Expense Report within fourteen (14) calendar days of completion of a trip for which a travel advance was obtained.

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 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.