

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel - Public Carriers

Proc #: 6-725

A. PURPOSE

The purpose of this procedure is to provide the regulations related to travel provided by public carriers as approved by the Commonwealth of Virginia and Old Dominion University.

B. DESIGNATED STAFF

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or as required for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request online in Chrome River
Expense Report online in Chrome River
Agency Purchase Order
Receipt or confirmation
Boarding passes or ticket stub

E. GOVERNING POLICIES AND PROCEDURES

CAPP Manual Topic 20335 – State 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
Chrome River Training Guide
Office of Finance Procedure 6-813, Procedure for Processing Prepayments

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 4/8/11

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H. INVOLVEMENT EXTERNAL TO ODU

Vendors who provide goods or services to ODU

I. PROCEDURE:

ODU business travel costs for air, rail and bus fares may be paid by purchase order or small purchase charge card – PCard. Transportation costs incurred by an individual and charged on the travel card, personal credit card, or paid by cash or check will not be reimbursed until after the trip. Reimbursement for first-class or business class travel is prohibited.

Departments must submit an agency purchase order and an invoice to Accounts Payable to request a prepayment for airfare, train or bus expenses. A copy of an approved Pre-Approval Request is also required for international travel. Refer to the Procedure for Processing Prepayments - #6-813.

Air and Rail Expenses

The following documentation is required for reimbursement of air and rail expenses:

- Expense Report
- Pre-Approval Request, if applicable
- Airfare, train or bus receipt
- Confirmation – required for services procured via internet
- Boarding passes or ticket stubs - required for services procured via internet
- Payment method – cash, check or credit (type of credit card and last 4 digits)
- Baggage fees – include explanation for excess fees
- Ticket change fees – include explanation for fees (preferred coach seats, and changes to accommodate personal comfort, convenience and taste are not reimbursable)

Shuttle and Taxi Fares

The following documentation is required for reimbursement of shuttle and taxi fares:

- Expense Report
- Pre-Approval Request, if applicable
- Receipt – required if the fare exceeds \$75
- Reason for transportation

Note: 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.

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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.