

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Terms and Definitions

Proc #: 6-701

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**A. PURPOSE**

The purpose of this procedure is to provide a reference list regarding travel terms and definitions.

**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 – 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

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APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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**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. **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 appropriately 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. These listings should adhere to the record retention policy in order to provide adequate evidentiary support of appropriate approvals for audit/review purposes. All designee signatures on a reimbursement voucher must be identified as a “designee Signature.”
2. **Base Point.** Place, office, or building where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.
3. **Commuting Distance.** Round-trip distance traveled routinely by the employee between his residence and his base point.
4. **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 personal expenses and are not reimbursable.**
5. **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.
6. **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.

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7. **Expense Report.** An Expense Report is prepared in the automated Chrome River system to request reimbursement of expenses incurred by an individual while traveling on official State business. All original travel documentation for reimbursements processed in Chrome River must be scanned and attached to the document, and should be centrally maintained in a department file.
8. **International Travel.** International travel consists of all travel to areas outside the 48 contiguous United States. Please note that for determining reimbursement rates only, Alaska and Hawaii are considered international destinations, even though they are part of the United States.
9. **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.
10. **Official Station.** The area within a 25-mile radius of an employee's designated base point.
11. **Pre-Approval Report.** A Pre-Approval report presents estimated expenses. A Pre-Approval report must be prepared in the automated Chrome River system for all international travel and approved before the trip.
12. **Sponsored Programs.** Programs funded by revenue derived from grants and contracts.
13. **State Employee.** Any elected, appointed, classified, or non-classified employee of the Commonwealth.
14. **Travel Routing** – Travel routing, whether by public transportation, privately owned vehicle, State-owned vehicle or for-hire conveyance, should be the most direct practicable route.
15. **Travel Status.** Travel outside an employee's official station.
16. **Trip.** Any period of continuous travel between when the traveler leaves his residence or base point and returns to his base point.

**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.

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**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.