ODU Travel/Reimbursement Guide

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General Travel and Travel Planning Information

The Office of Finance is responsible for ensuring that all travel expense reimbursements for the University are processed in accordance with all relevant Commonwealth and University policies and procedures, Internal Revenue Service regulations, and Virginia state code regulations.

The Commonwealth of Virginia and University policy provide specific guidelines for documenting reasonable and necessary travel expenses incurred while an employee is traveling on official University business that must be met in order for these travel expenses to be reimbursed.

To be reimbursed – travel expenses must be –

- ***Reasonable and Necessary***
- ***Incurred while on Official University business***

Employees who travel must be mindful that travel expense reimbursements 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 specifically not permitted.**

It is the policy of Old Dominion University to limit travel costs to only those expenses that are necessary for providing essential services, and travelers must seek ways to reduce the cost of essential travel.

Chrome River must be used for all travel and small business expense reimbursements. All non-employees must be enrolled in Chrome River to receive reimbursements.

Detailed information regarding all travel polices and procedures can be found on the ODU website under:

> Faculty & Staff > University Business > University Travel

Travel Registry

The ODU Office of Risk Management administers the University Travel Risk Management Policy #1007, and maintains the University Travel Risk Management registry. This policy requires registration of domestic and international business travel, be it by planes, trains, or automobiles.

Travel That Doesn't Need To Be Registered

1. Any personal travel and non-business travel
2. Travel funded by Domestic third parties for events such as speaking engagements, visiting scholars, etc.
3. Travel provided or arranged by ODU Center for Global Engagement, including study abroad international learning programs. Please use the TerraDotta App and reference our Study Abroad page.

Travel That Does Need To Be Registered

1. Travel funded by ODU
2. Travel funded by ODU Foundations
3. Travel for athletic events
4. ODU sponsored travel for faculty, staff, or students
5. Travel abroad that is funded by foreign governments, foreign entities, or other foreign parties.

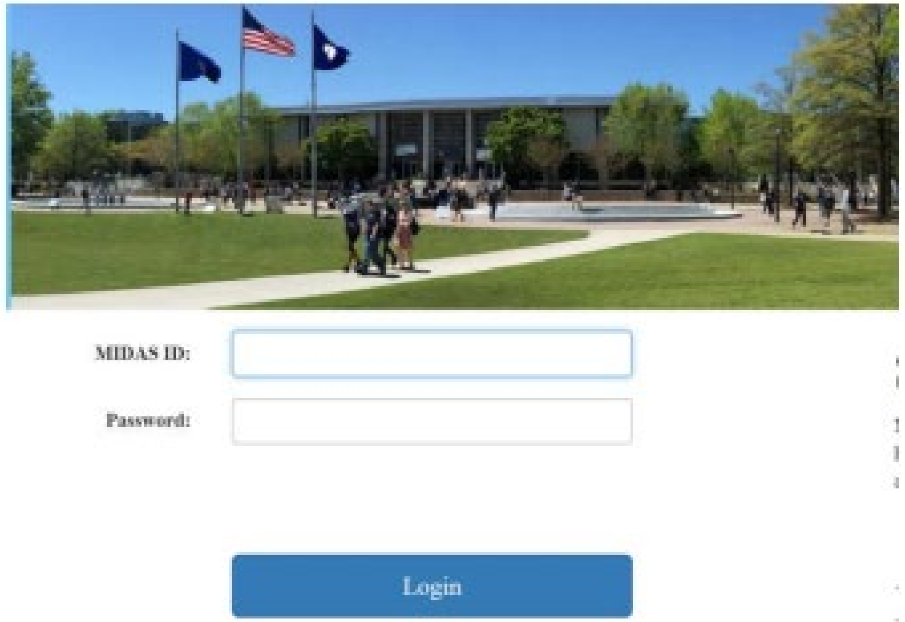
Travel Registry Requirement details and the link to register can be found on the ODU website under:

> Risk Management > Risk Advisories & Policies > Travel Registry Requirement

Logging in

Launching and Logging in to the Chrome River Application

Launch the Chrome River application from any web browser at www.odu.edu/chromeriver and click the **Login** button after inputting your Midas ID and password.

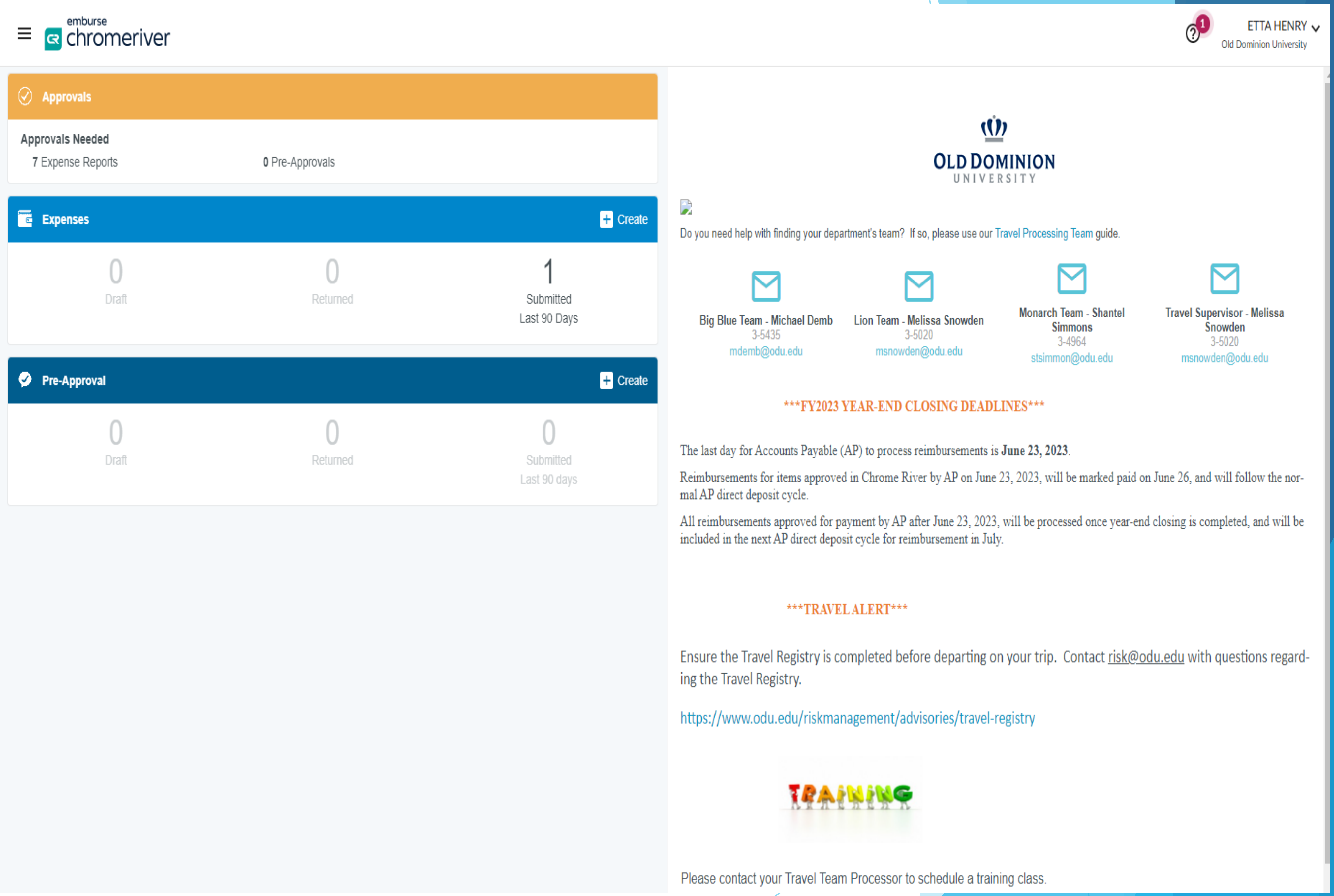


Dashboard

The Dashboard shows you Drafts, Returned and Submitted Expenses and Pre-Approvals as well as Approvals needed if you are an Approver along the left side.

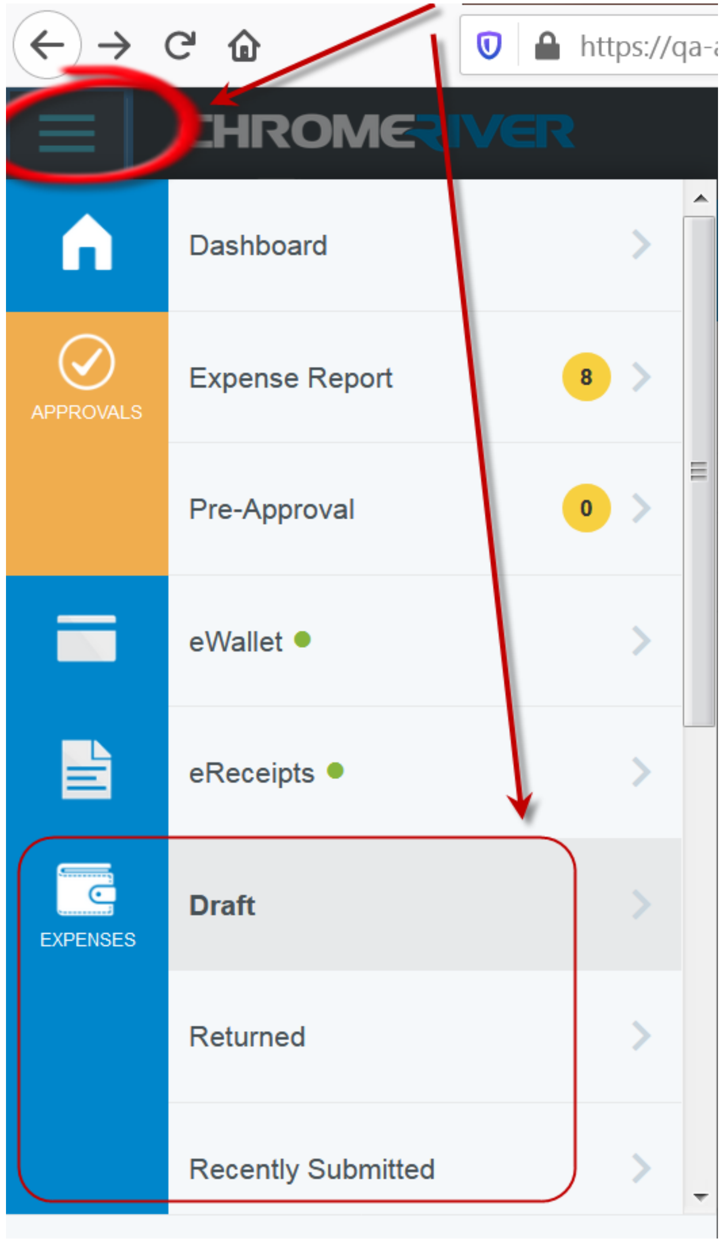
The right side has helpful information such as your department's Travel Processor and other important notifications.

Along the top is the Collapsed Menu on the left and current User on the right



Collapsed Menu List

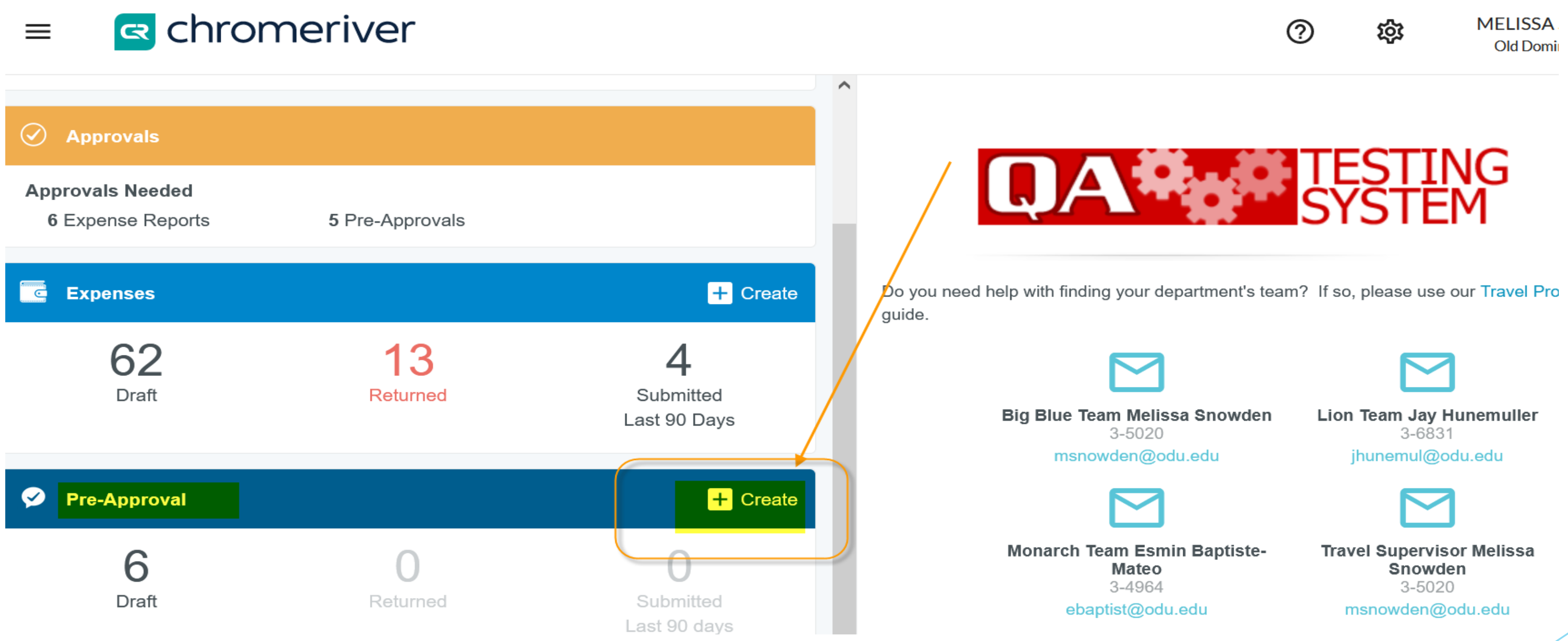
The menu located in the upper left corner expands and shows additional options such as eWallet and eReceipts



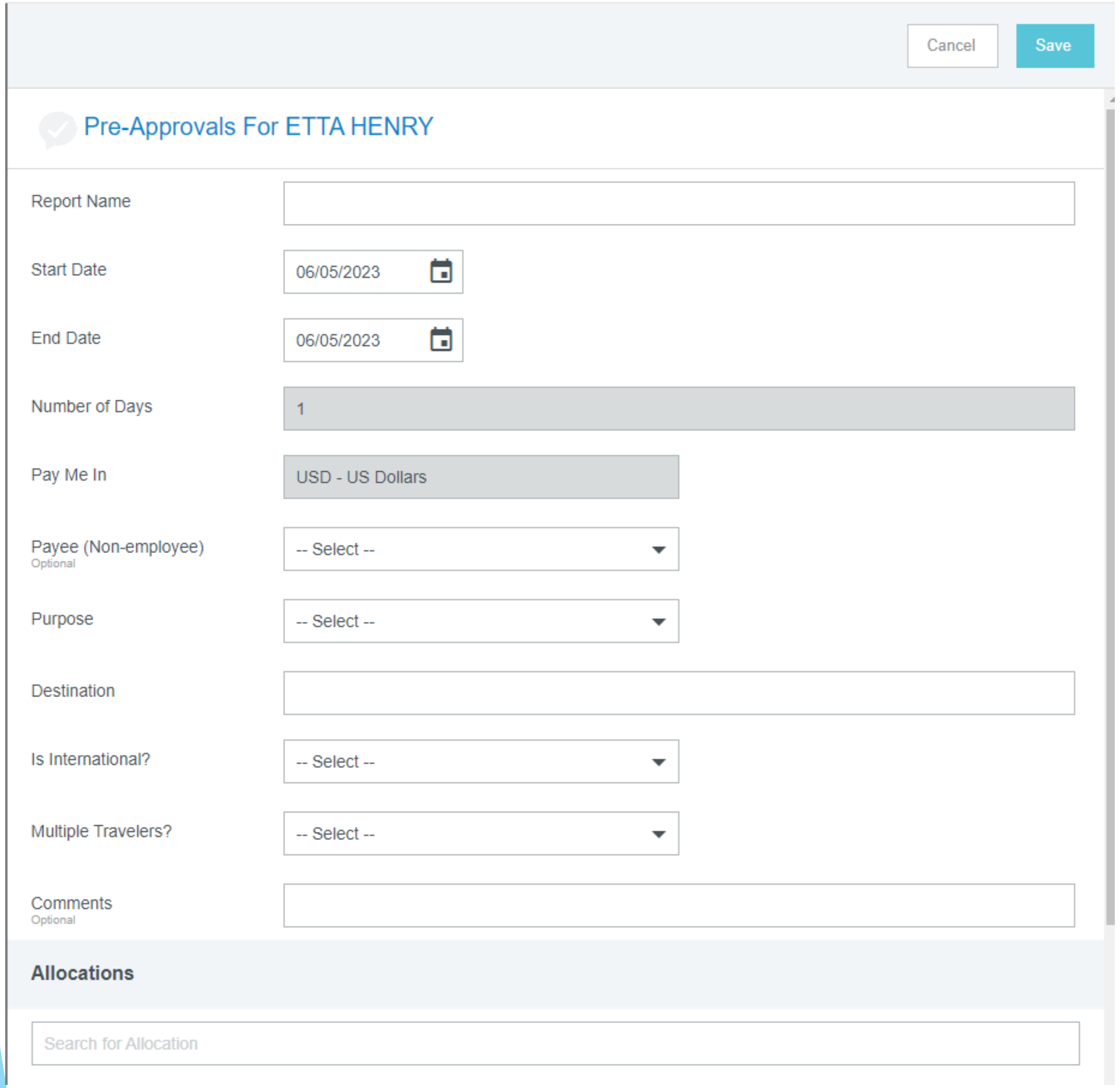
Create New Pre-Approval Request

Pre-approvals allow you to obtain pre-authorization for an expense before it is incurred, or a reservation is made. Pre-approvals are only required for international travel, but a department may require pre-approvals for travel within the US also

From the Dashboard, click on the +CREATE button in the upper right corner of the Pre-Approval ribbon



Pre-Approval Request Header



Complete the header information and click Save.

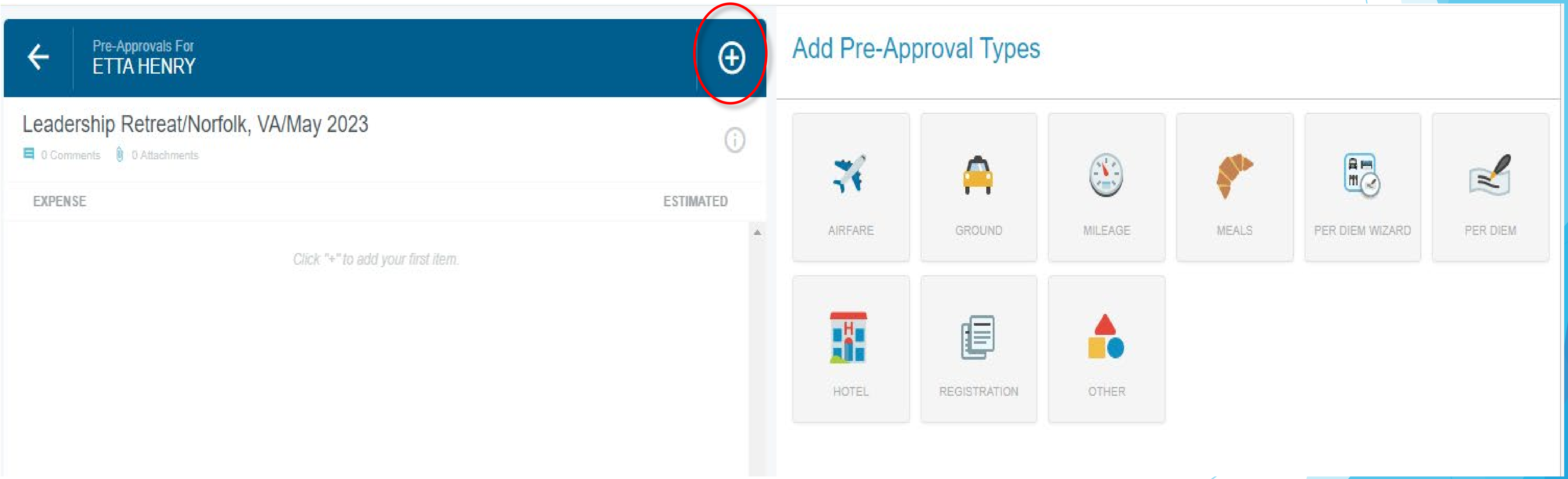
The Pre-Approval Report Name will always be required and should include Event/Location/Date.

Other fields include:

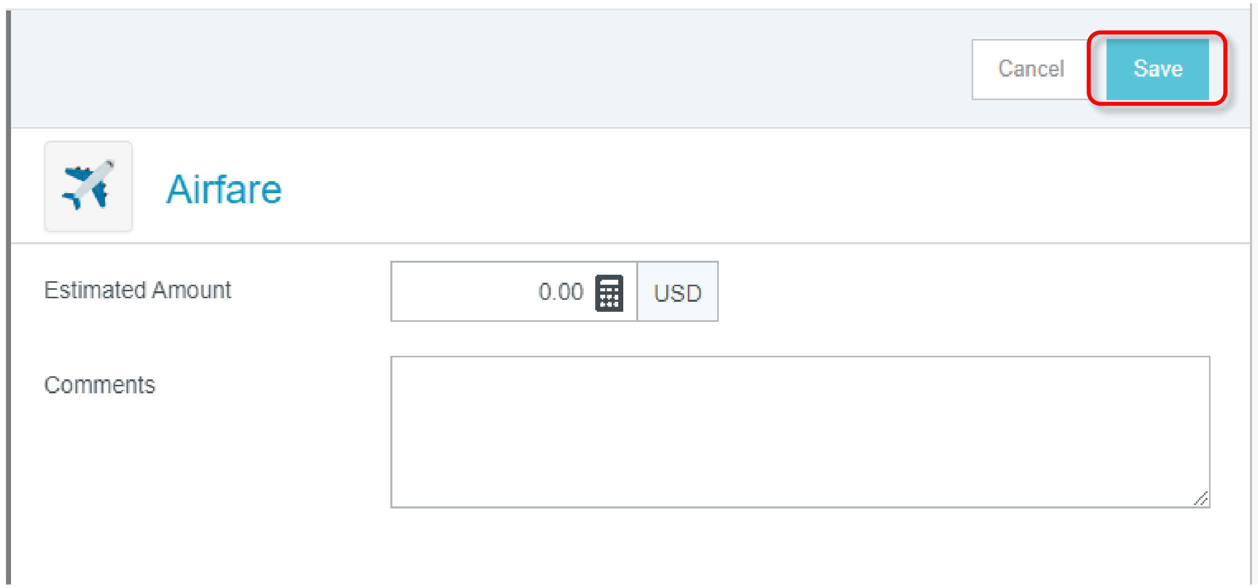
- Trip Start/End Dates
- Purpose: The business-related reason for the expenditure.
- Destination: The location of the event or place.
- Comments: Detailed description of event and it's benefit to the University
- Allocation(Department & Sub Object Codes): You may search the list by typing in the first few digits of the number or letters of department name or Sub Object Code. You may also divide the request among multiple allocations by clicking ADD ALLOCATION.

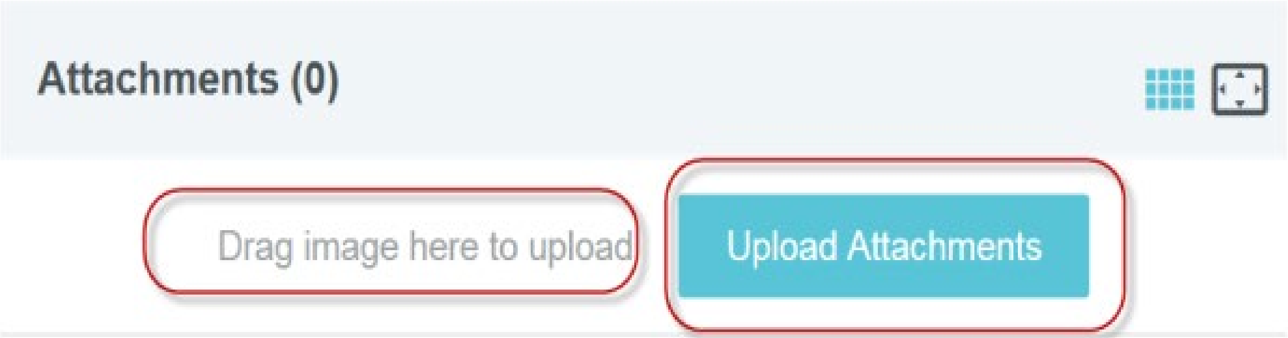
Select an Estimated Expense (Add Pre-approval Type)

Click on + symbol to access Add Pre-Approval Types and select the appropriate icon to input an estimated expense.



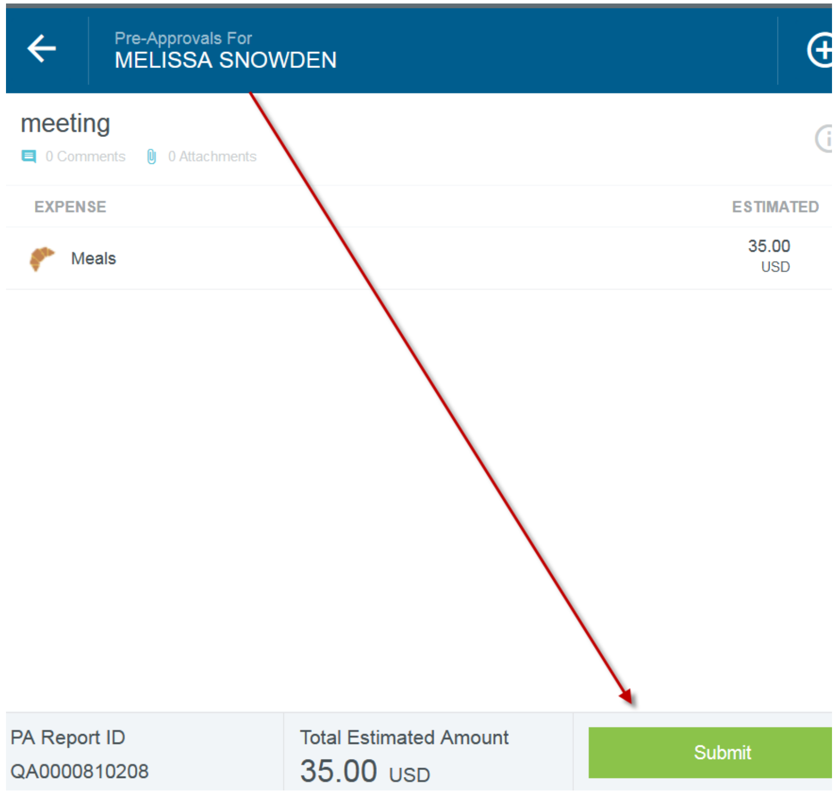
Enter the required information for the estimated expense and click on SAVE.



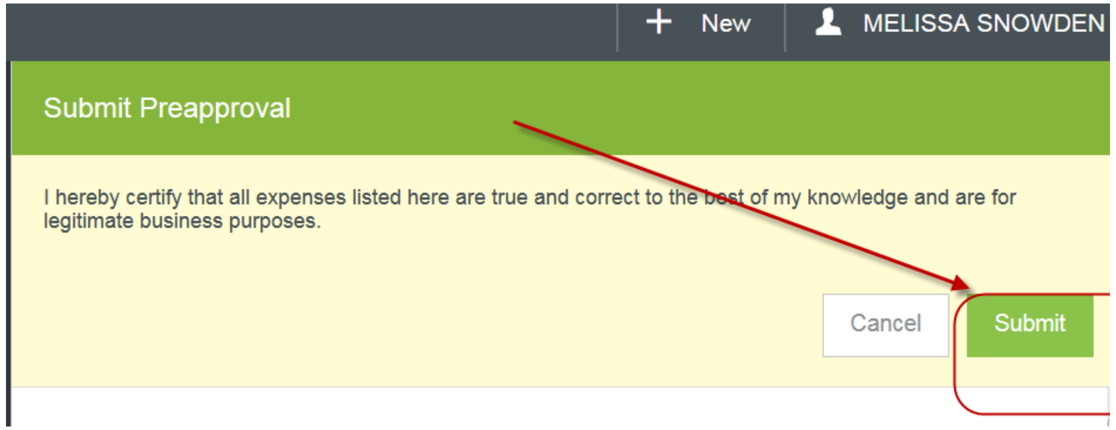


Click on UPLOAD ATTACHMENTS at the bottom of the header page to attach a PDF file with details and supporting documents for the trip or drag and drop the image.

Submit Pre-Approval Request



When you are ready to submit your pre-approval request, click the green **SUBMIT** button at the bottom of the entry screen.



You will be asked to verify the legitimacy of your pre-approval request on the **Submit Confirmation** screen.
Click **SUBMIT**.

Allowed Miscellaneous Expenses

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

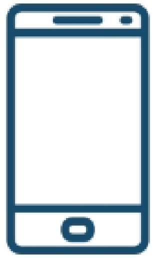
Some examples of reimbursable miscellaneous expenses include:

- Taxes and surcharges for lodging

- Parking and tolls

- Business phone calls, telegrams, internet access, hotel business center charges, and faxes

- Gratuities (tips) for taxi or shuttle services ONLY



- Business calls on personal cell phones (when cost beneficial or out of necessity)

- Private or Chartered Plane Travel when pre-authorized by the Governor and proven to be cost beneficial

Expenses not specifically addressed may be reimbursed depending on their reasonableness. Explanations for miscellaneous expenses must be included in the Comments section of the Expense Report. Receipts should be provided whenever available.

Non-Reimbursable Expenses

The following expenses will NOT be reimbursed:

This 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.*

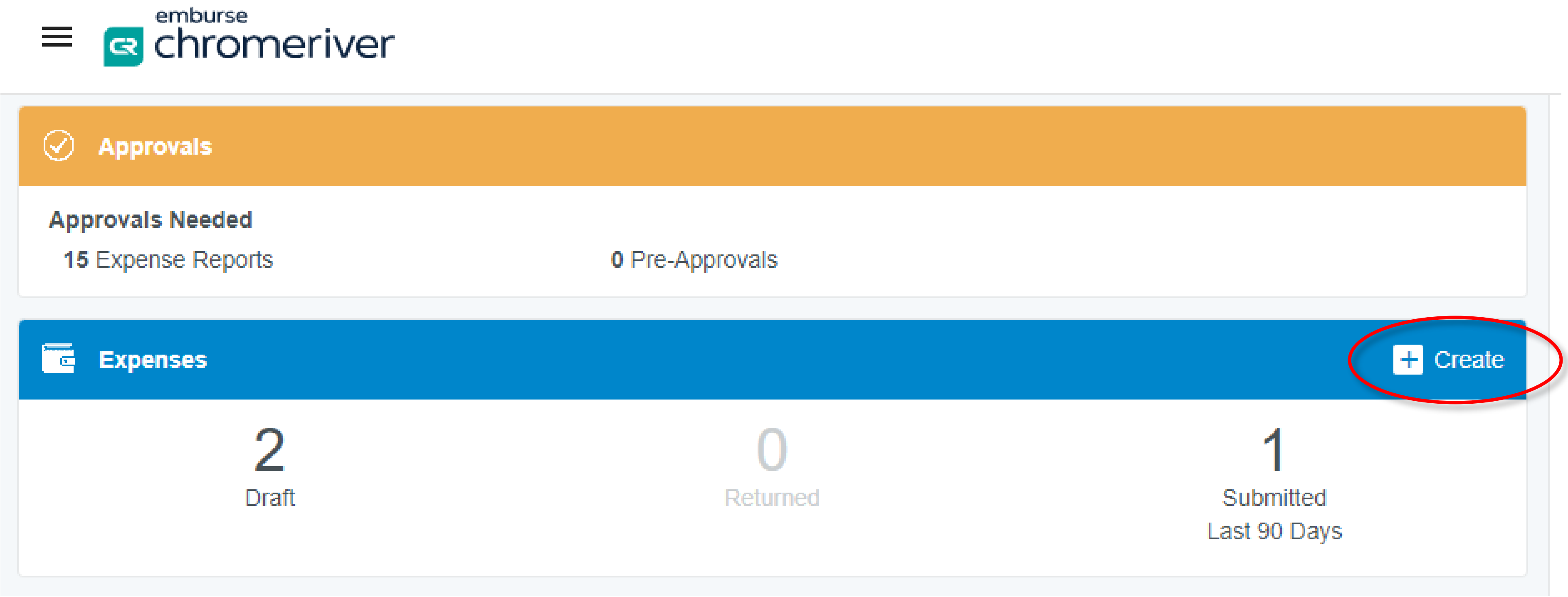
- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items
- Services to gain entry into a locked vehicle
- Movies charged to hotel rooms
- Personal negligence expenses (such as fines)
- Expenses for children, spouses, and companions
- Towing charges
- Travel insurance (personal injury or loss, trip interruption/cancellation, etc.)
- Gratuities/Tips*

**Tips are included in the M&IE per diem, except for taxi or shuttle services (learn more).*

Create New Expense Report

A new expense report is created for each trip or SBE under $200, for continuous travel, reports should be submitted monthly.

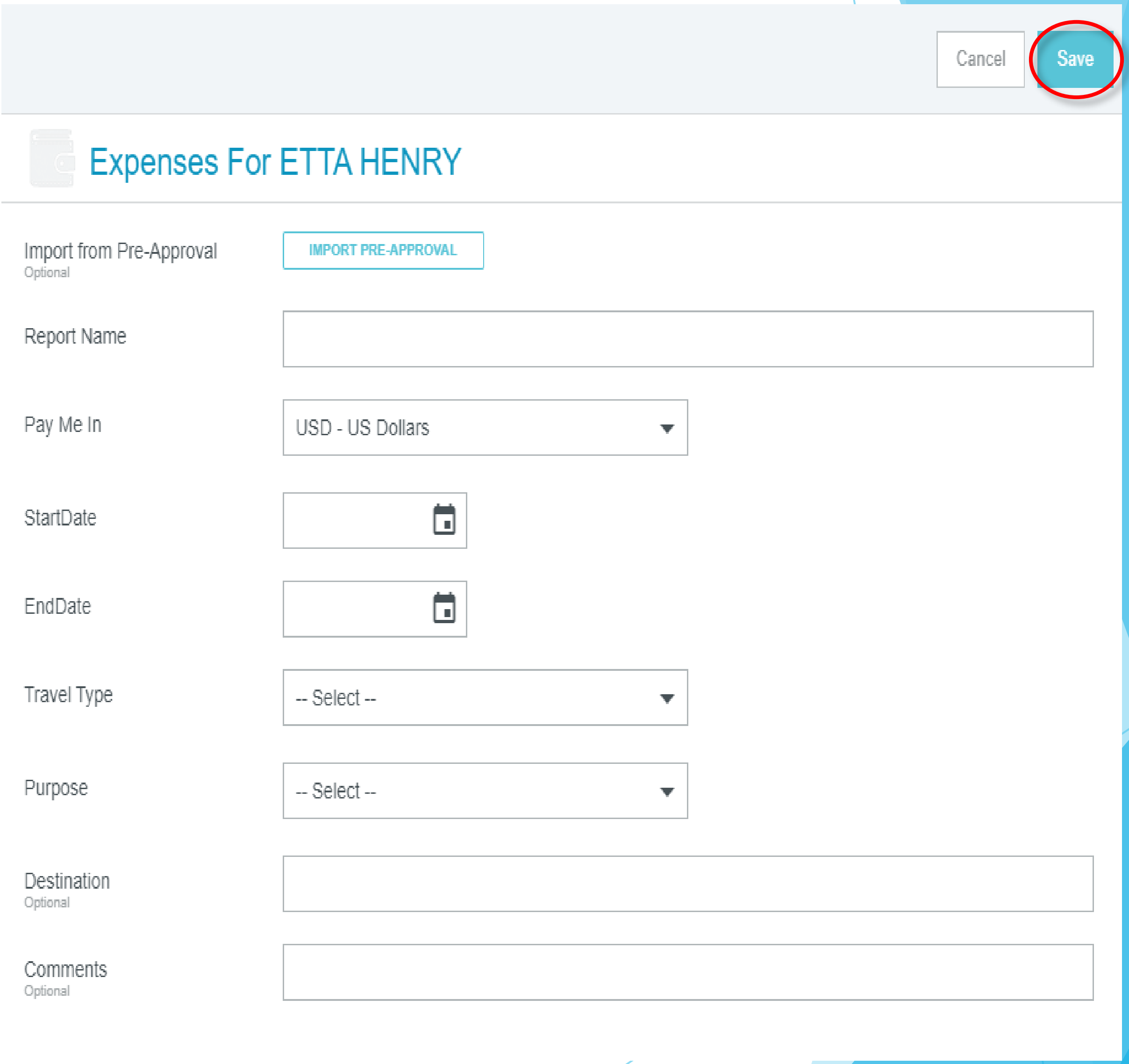
On the Dashboard, click **+ Create** in the **Expenses** ribbon.



Expense Report Header

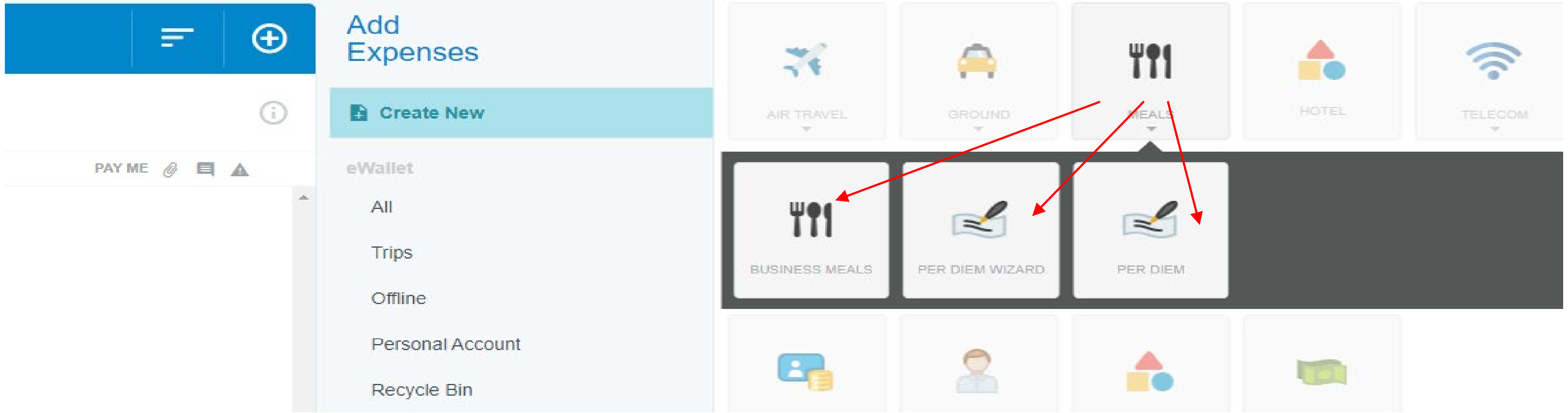
The Expense Header section stores all the basic information that applies to every expense listed on the report. Complete the Expense Header information and click Save

- Report Name: Record a title that includes event name, location and date
- Start Date: Date trip or event begins
- End Date: Date trip or event ends
- Travel Type: Domestic US, International or Small Business
- Purpose: The business-related reason for the expenditure.
- Destination: The location of the event or place
- Comments: Detailed description of event and it's benefit to the University

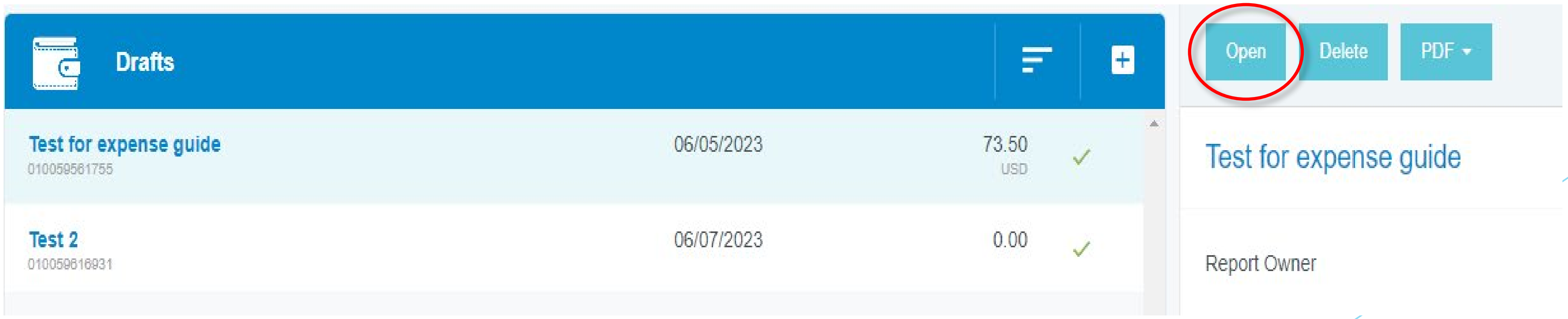


Add Expense Type

After you Save your Report the Add Expenses screen will slide over from the right.
Select the appropriate expense category to input expenses. If there is a down arrow below the expense category, clicking it will reveal a submenu of categories within that expense type.
Complete the fields in the expense entry window that pops up.



If you are adding to a previous Draft Report you will need to select the report, Open it and Click on the + symbol to Add Expenses



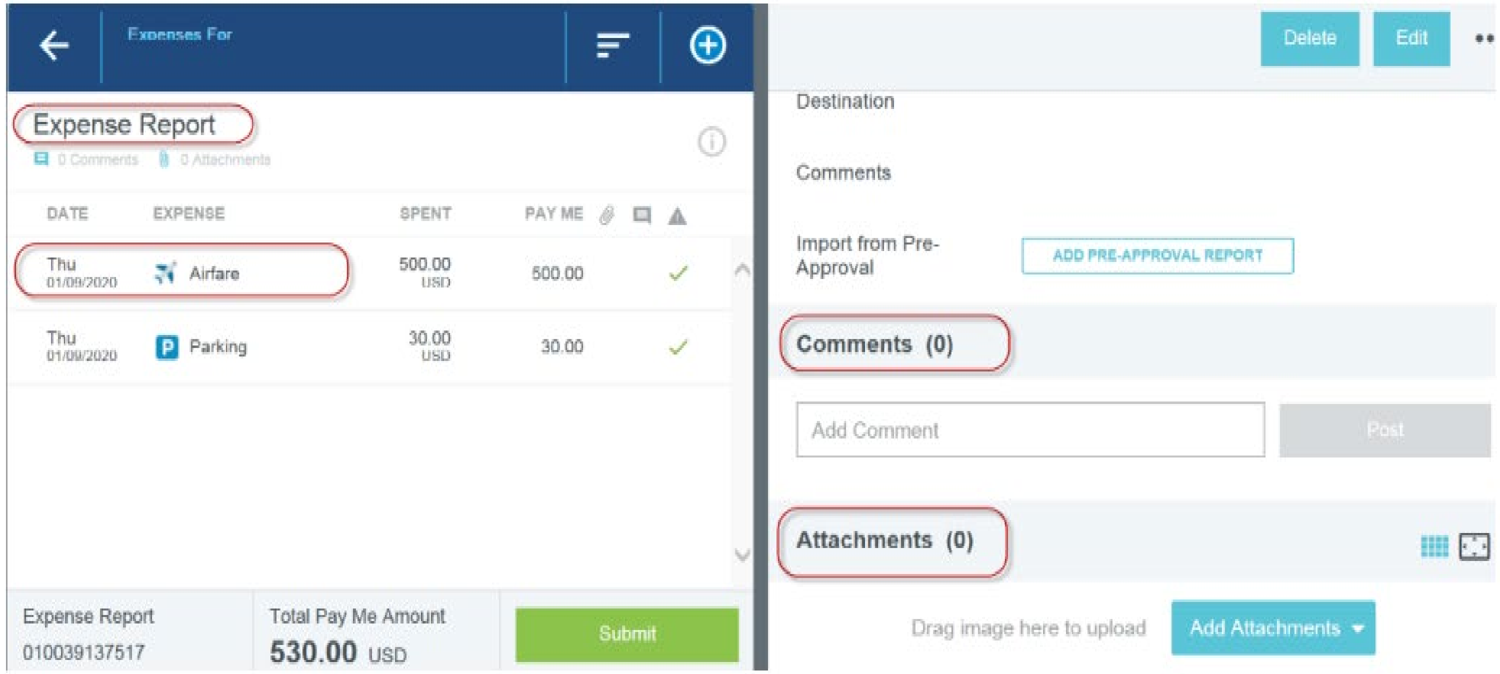
Expense Types

There are three basic types of expense entries.

a. **Standard Expense Entry**: This is the basic format for the majority of expenses, including airfare, travel and supplies. The screen will prompt you for such information as date, amount, comments to include description, and allocation.

b. **Guest Expense Entry**: Certain expenses, like business meals, contain an additional section at the bottom where you can identify internal or external guests. Note: The system assumes the expense owner is one of the attendees.

c. **Hotel Expense Entry**: This screen provides wizard-style functionality to allow you to itemize a hotel bill into its various expense types and reconcile the total hotel bill with the detailed entries.



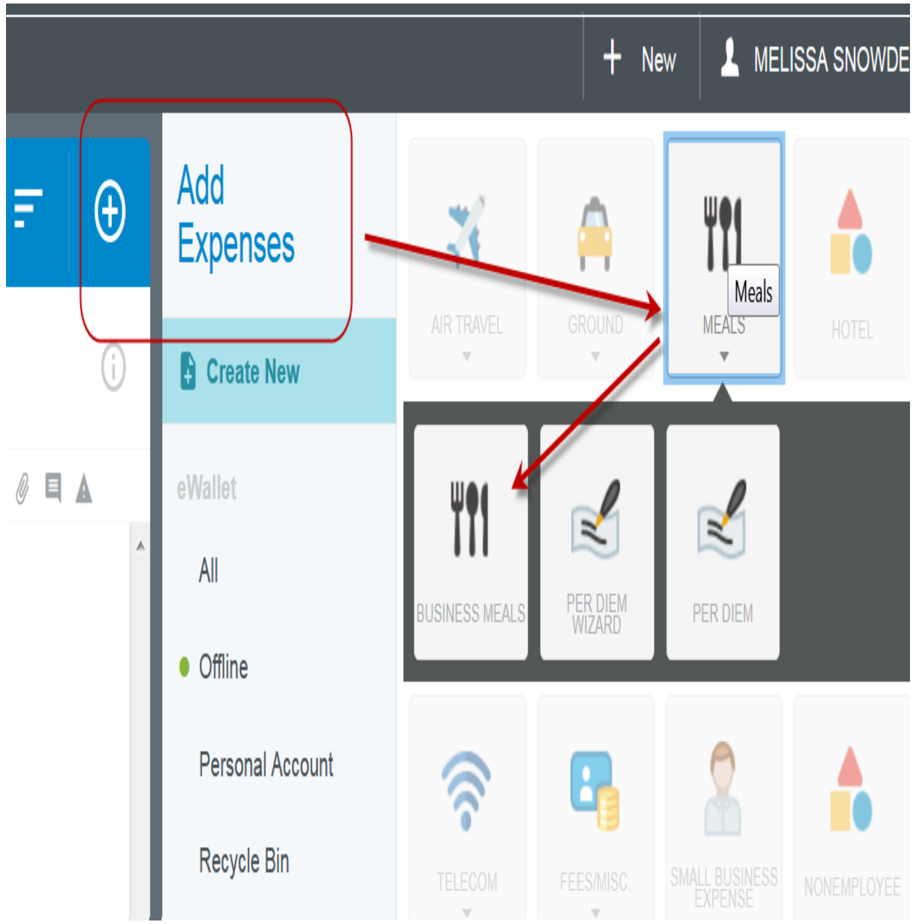
In the preview pane on the left side of the screen, you can see a summary of the expenses you have added. You can select the Report Name or specific expense line to add comments and attach receipts and items to your expense report.

Business Meals

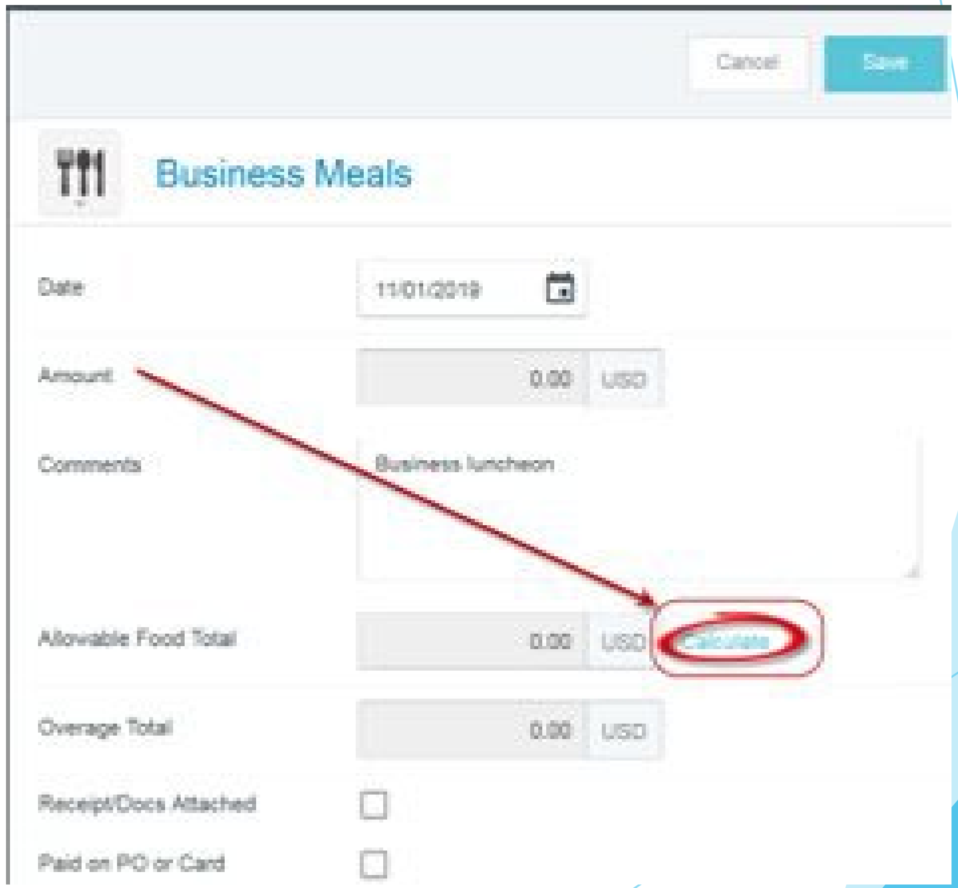
- Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. *Individuals in travel status may occasionally attend meals that qualify as business meals. For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.*
- Business meals occur while the individual is on official business and MUST include Agency Head (or designee) approval, must involve substantive and bona fide business discussions (specific details about the benefits to the University must be included), must include the itemized receipt, and list by name all persons involved in the meal and the reason for the meal. Original receipts must be maintained centrally in a department file.
- Business meal expenses are reimbursed for ***actual expenses*** up to the amount shown for the applicable meal in the M&IE Per Diem Table for General Services Administration (GSA) CONUS and OCONUS rates.
  - The Budget Unit Director's (BUD) approval of the Expense Report will authorize reimbursement of non-travel related business meal expenses up to 50% over the applicable per diem guidelines with sufficient justification and the itemized receipt.
  - The Assistant Vice President for Finance/University Controller will review the Expense Report for any excess meal expenses that are more than 50% over the applicable per diem guidelines. Business meals that exceed 50% over the applicable per diem will require discretionary funds.
- Submission of the **Business Related Meal Expense Statement** is required for reimbursement. Attach the form to your Expense Report in Chrome River.

Adding Business Meals to Expense Report

Click on Meals then choose Business Meals from the sub menu



Then click on Calculate



Business Meals continued

Fill in Date, Location, Meal Type and Attendees.

Then fill in actual amounts for Food and Tax/Tip.

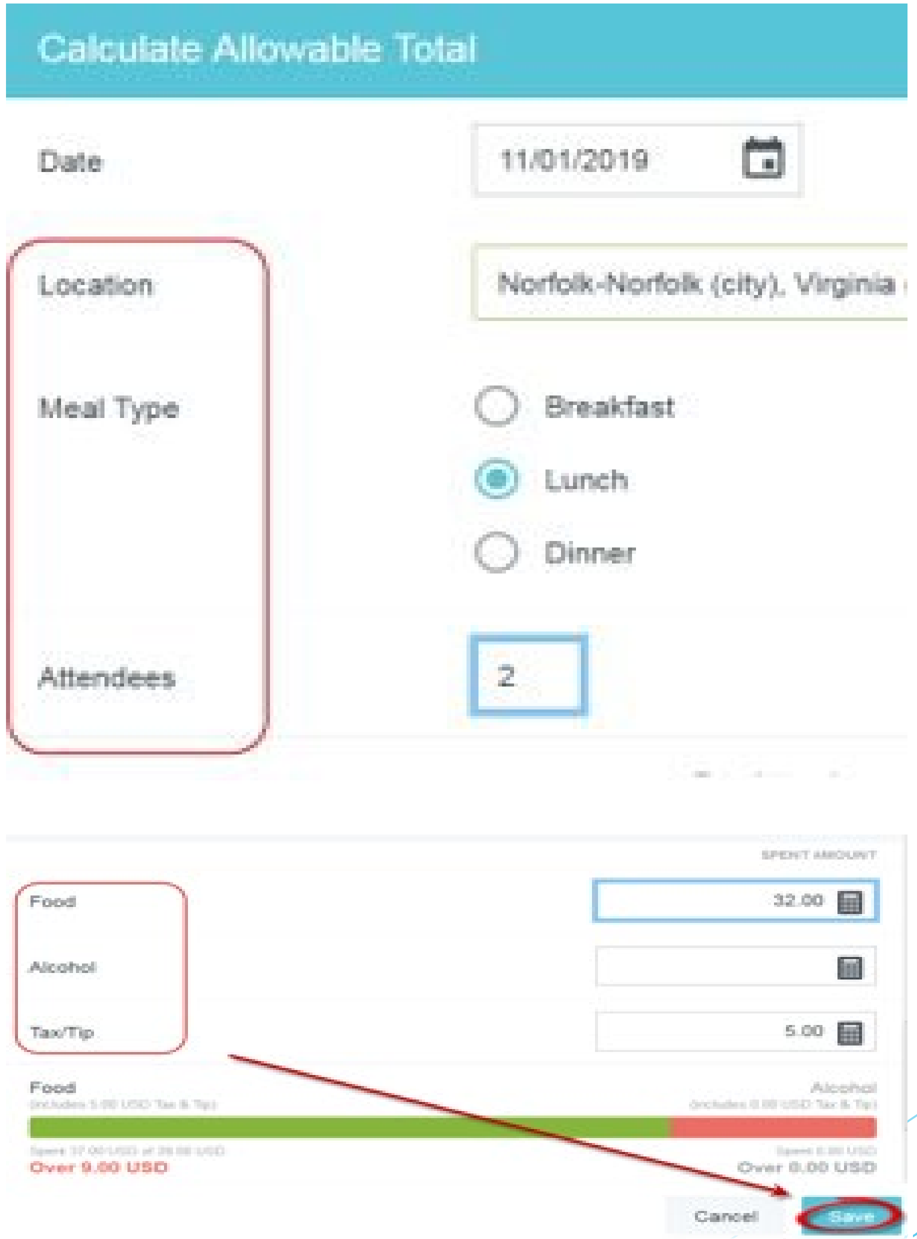
Chrome River will auto calculate the allowances and indicate any overages.

Attach receipt and the Business Related Meal Expense Statement.

Then click Save.

Remember that overages need to be allocated separately, need to be justifiable and will need to be approved

Alcohol is not a reimbursable expense



Meals and Incidentals (M&IE)

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.

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 flat $5 per diem is reduced to 75% of the allowable incidental per diem on all travel days associated with overnight travel. The following items are covered by the incidentals in 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

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:

- Departure Day - where you spend the night
- Return Day - where you spend the night before returning to home base

No Cost Meals

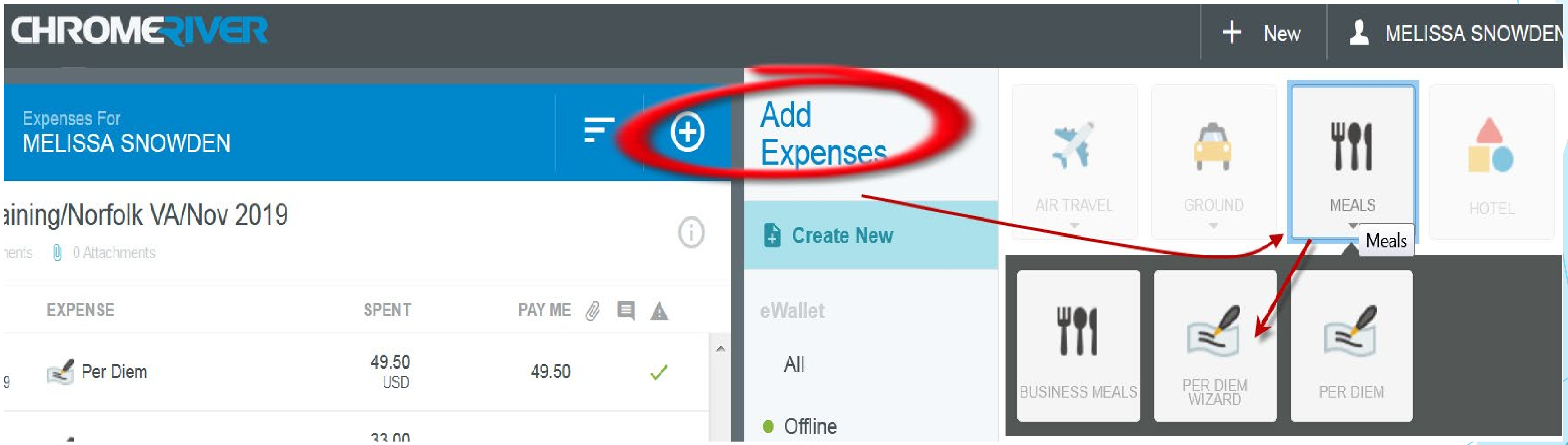
When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem must be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance.

When meals are provided at no cost in conjunction on a travel departure or return day, the full meal per diem is reduced by the full amount of the appropriate meal(s) followed by a 75% prorating of the balance.

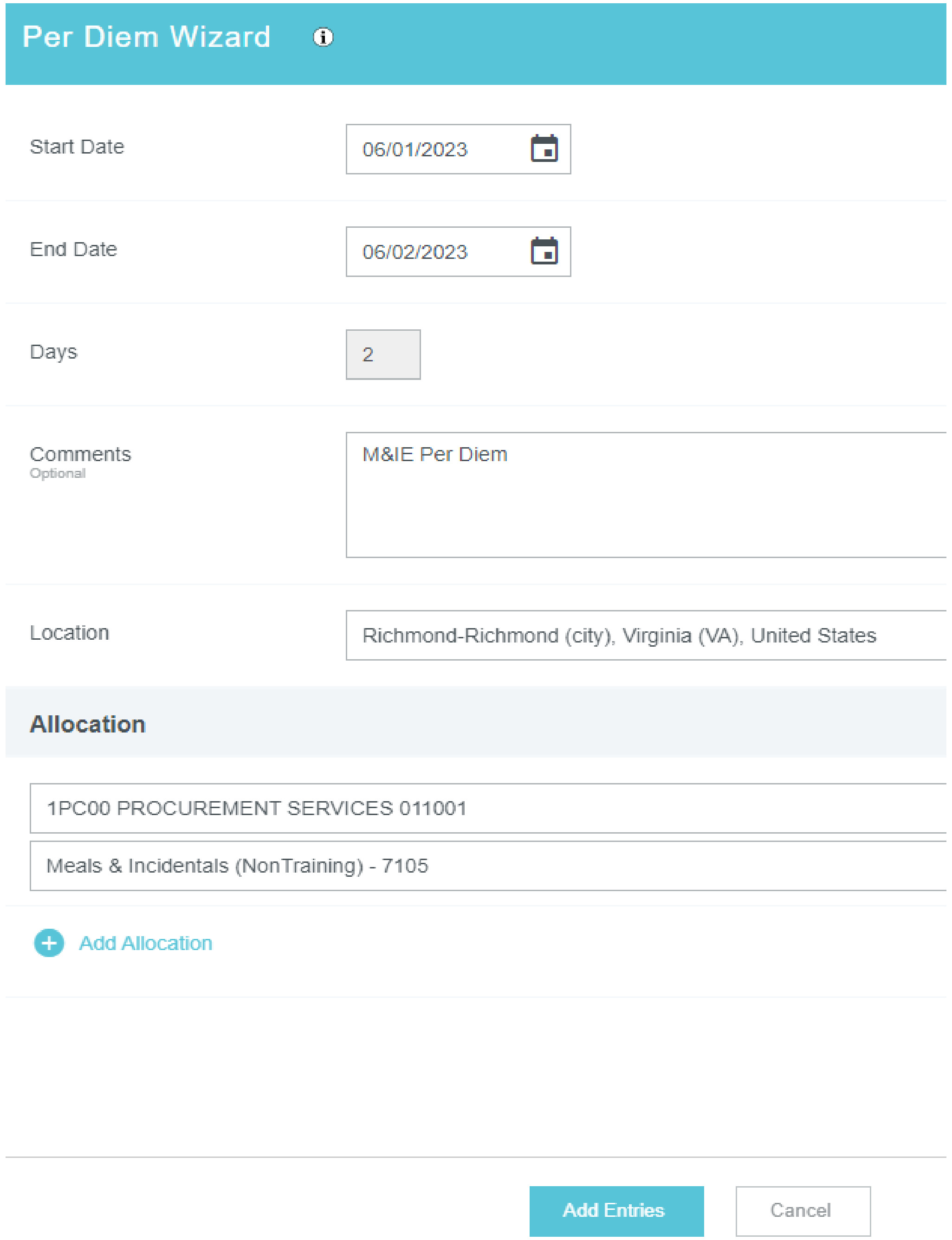
Entering Meals and Incidentals (M&IE)

Click on the + to Add Expenses.

Click on MEALS then PER DIEM WIZARD from the sub menu



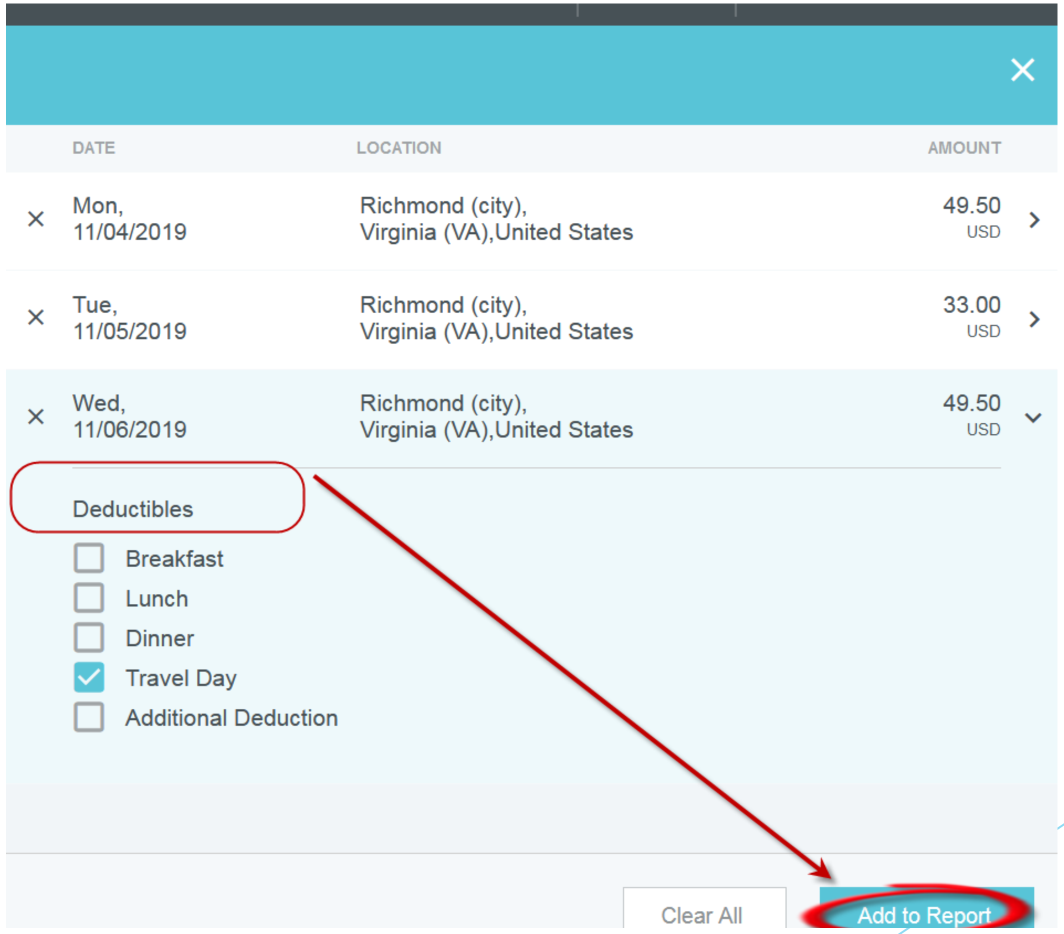
M&IE Per Diem Wizard



- Enter Start and End Date
- Enter comment description
- Enter Location
- Enter Allocations
- Then click Add Entries

M&IE Per Diem Wizard continued

- The Wizard will create a line for each day with the maximum allowed amount
- Click on the arrow on the right side of each entry to get the Deductibles drop down
- Check each Deductible that applies i.e. lunch provided on a travel day
- Then click Add to Report



Mileage Reimbursement

A personal vehicle may be used only if a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

What is considered cost-beneficial?

Generally, a personal vehicle is considered cost beneficial in the following instances:

- 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.

Effective for travel occurring or reimbursed after January 1, 2023, the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are shown in the paragraphs below.

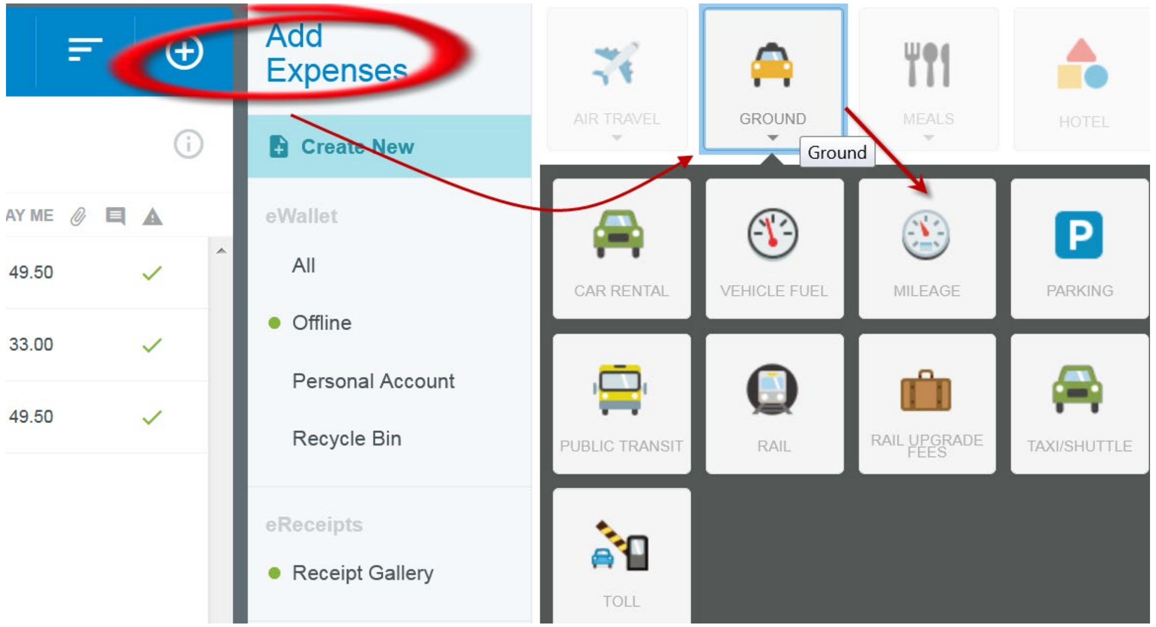
Special Exceptions
Requests for special exceptions to these rates must be discussed with the Director of Procurement Services prior to travel.

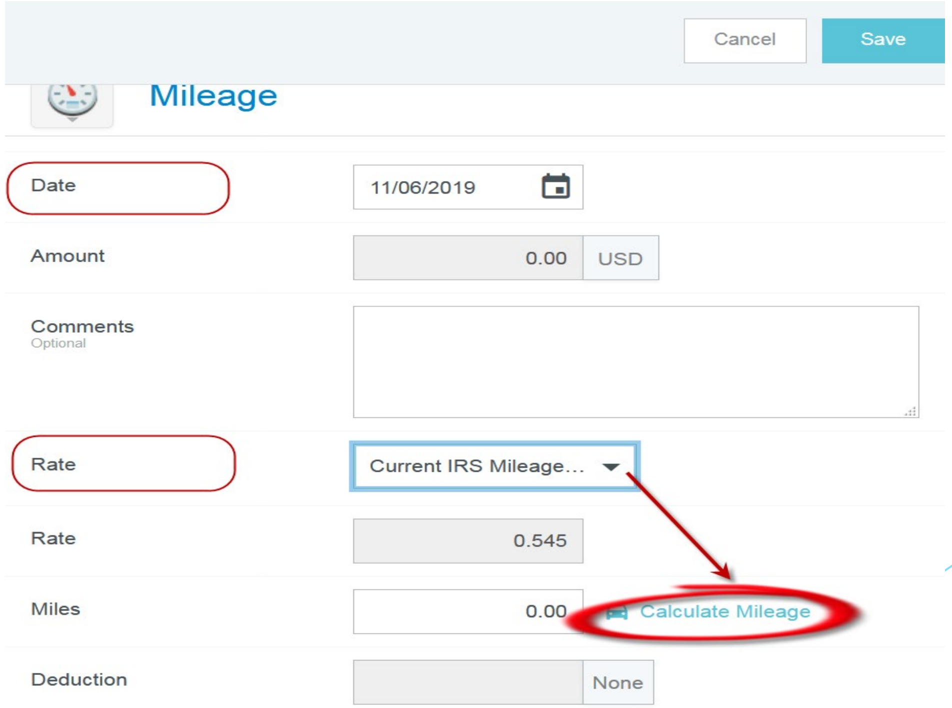
The rate of 24.6 Cents Per Mile applies:
***when the daily mileage is 200 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.**

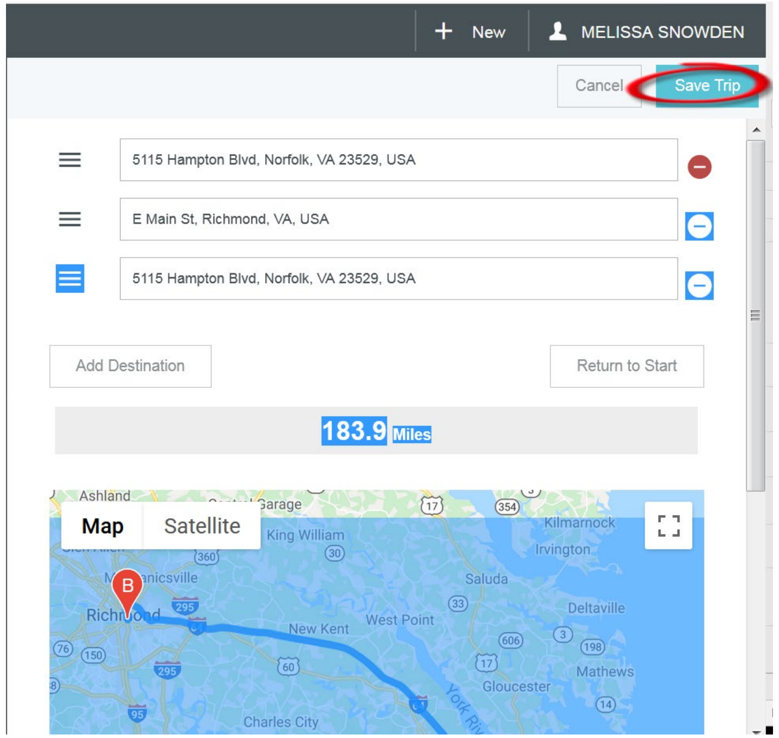
The Current IRS business rate of 65.5 Cents Per Mile applies:
***when the daily mileage is less than 200 miles.**
***when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.**

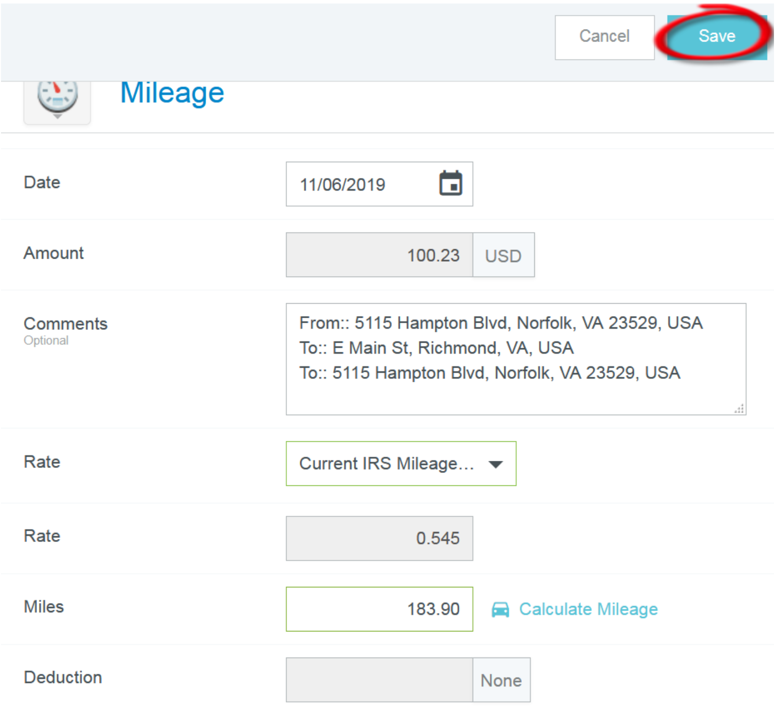
Entering Mileage

- Click on the + to Add Expenses
- Click on Ground and choose Mileage from the sub menu
- Enter Date
- Choose appropriate Rate
- Click on Calculate Mileage









Mileage continued

- Enter your base point address
- Enter your destination
- Use Add Destination for any additional stops or same day return
- Click Save Trip
- Chrome River will auto calculate the mileage reimbursement
- Click Save

Reminder, mileage reimbursement is for use of a personal vehicle.

Fuel reimbursement relates to Rentals and should not be claimed along with mileage reimbursement.

Lodging

Lodging/Accommodation Reimbursement

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

- **Travelers cannot be reimbursed until after the trip has taken place.**
- Supporting receipts and (zero-balance) itemized hotel bills must be submitted with the reimbursement request. The itemized hotel bill must show: that payment was made, the method of payment, the last 4 digits of the charge card number.
- Any unusual charges must be fully explained in the comments section of the automated Expense Report.
- Lodging charges may be listed *daily* on the Expense Report and CANNOT be summarized.
- Original receipts must be centrally maintained in a department file.

Travelers must seek to find hotels within the 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.

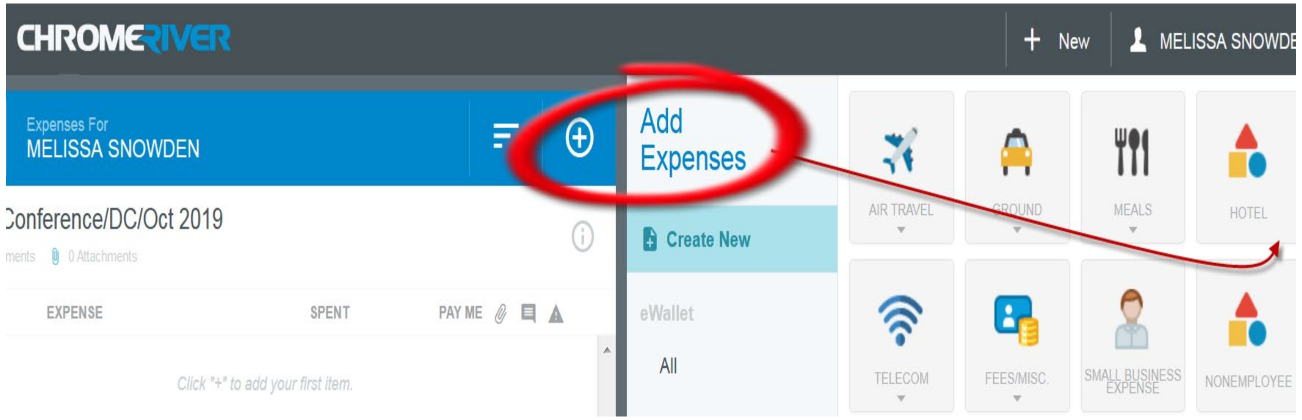
When determining the hotel rate, the Per Diem Rate tables show the maximum amount for 1 night's lodging, excluding taxes and surcharges. Taxes and surcharges are reimbursable but are not used to determine the daily lodging maximum. The M&IE Rate Table provides standard meal and incidental reimbursement guidelines and lodging rates.

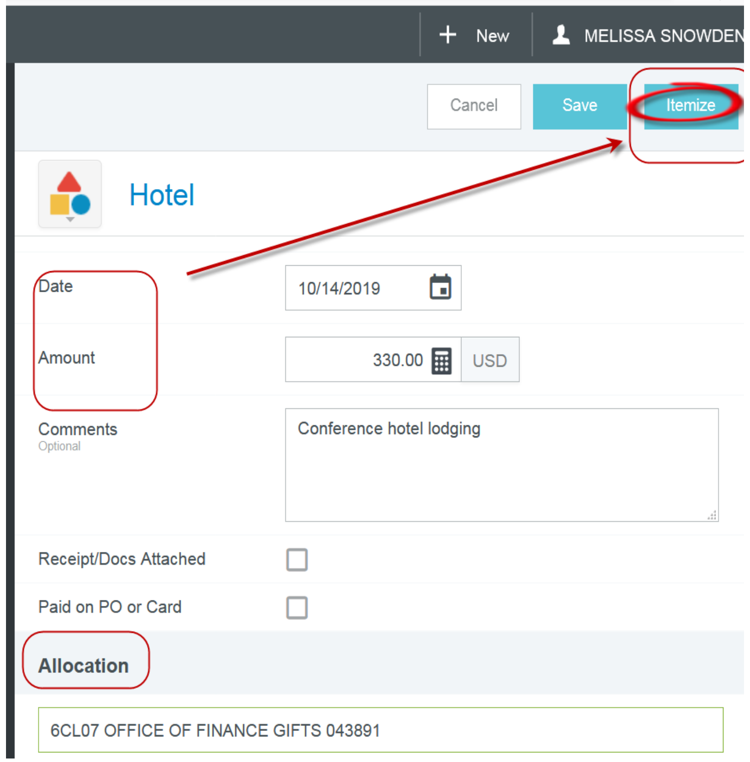
The appropriate rate is determined by the physical location of the hotel and not the mailing address.

The current rates can be found on the ODU website at:

> Faculty & Staff > University Business > University Travel > Lodging & Meal Per Diem Rates

Entering Lodging

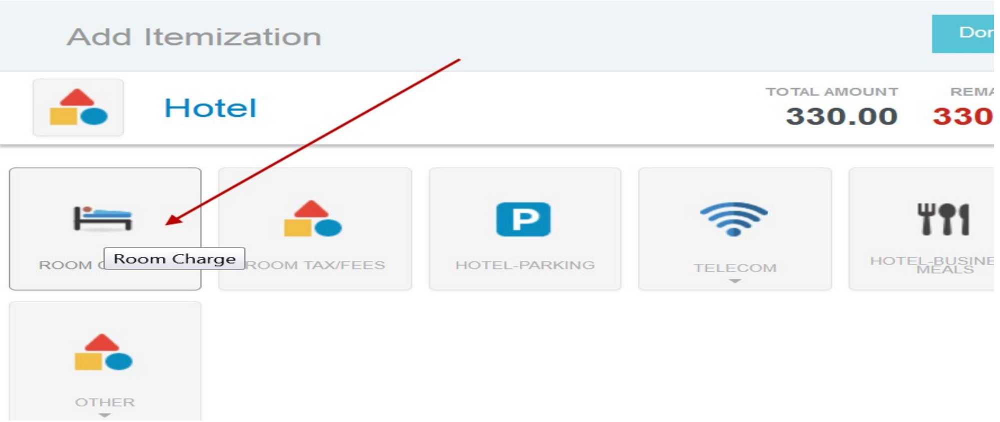




- Click on the + to Add Expenses
- Click on Hotel
- Enter Date, Amount and Allocation
- Enter description in Comments
- Click on Itemize in the top right corner

Lodging (Add Itemization)

Select the Itemization type



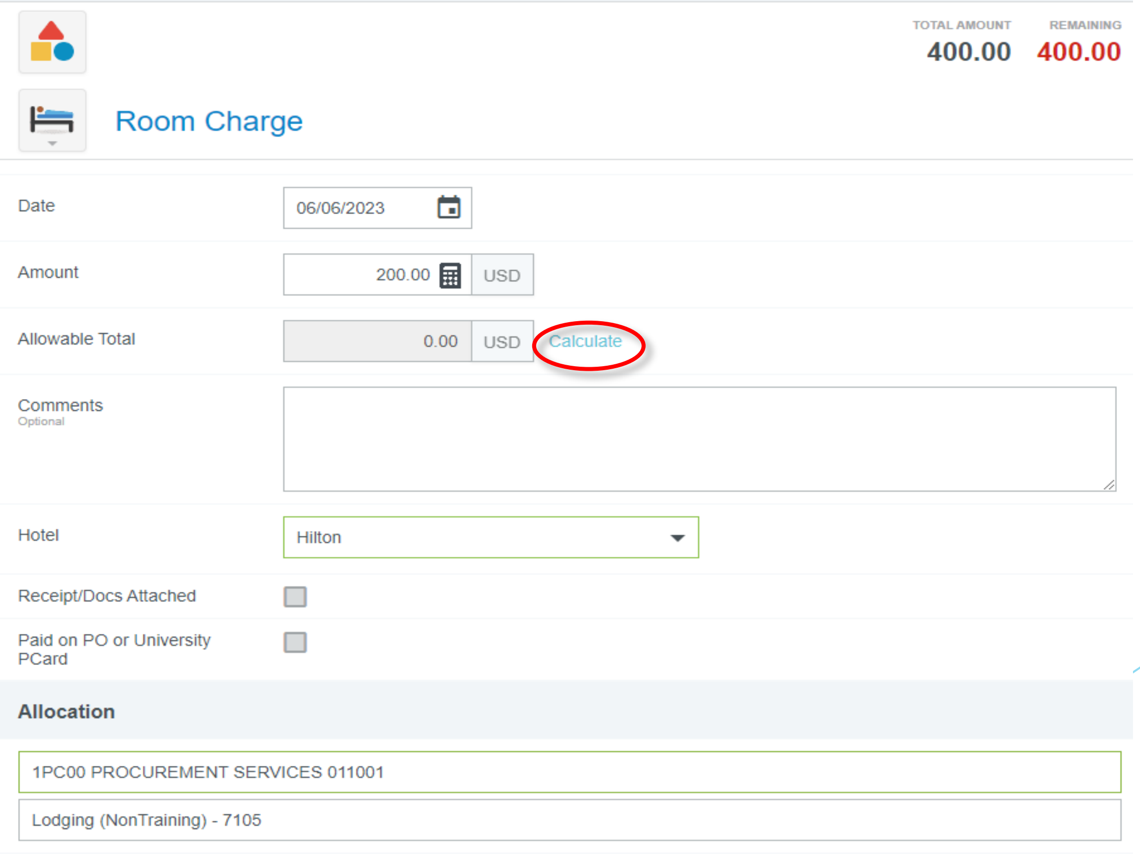
Then:

Enter the Date and Amount

Select the hotel from the Drop Down Menu

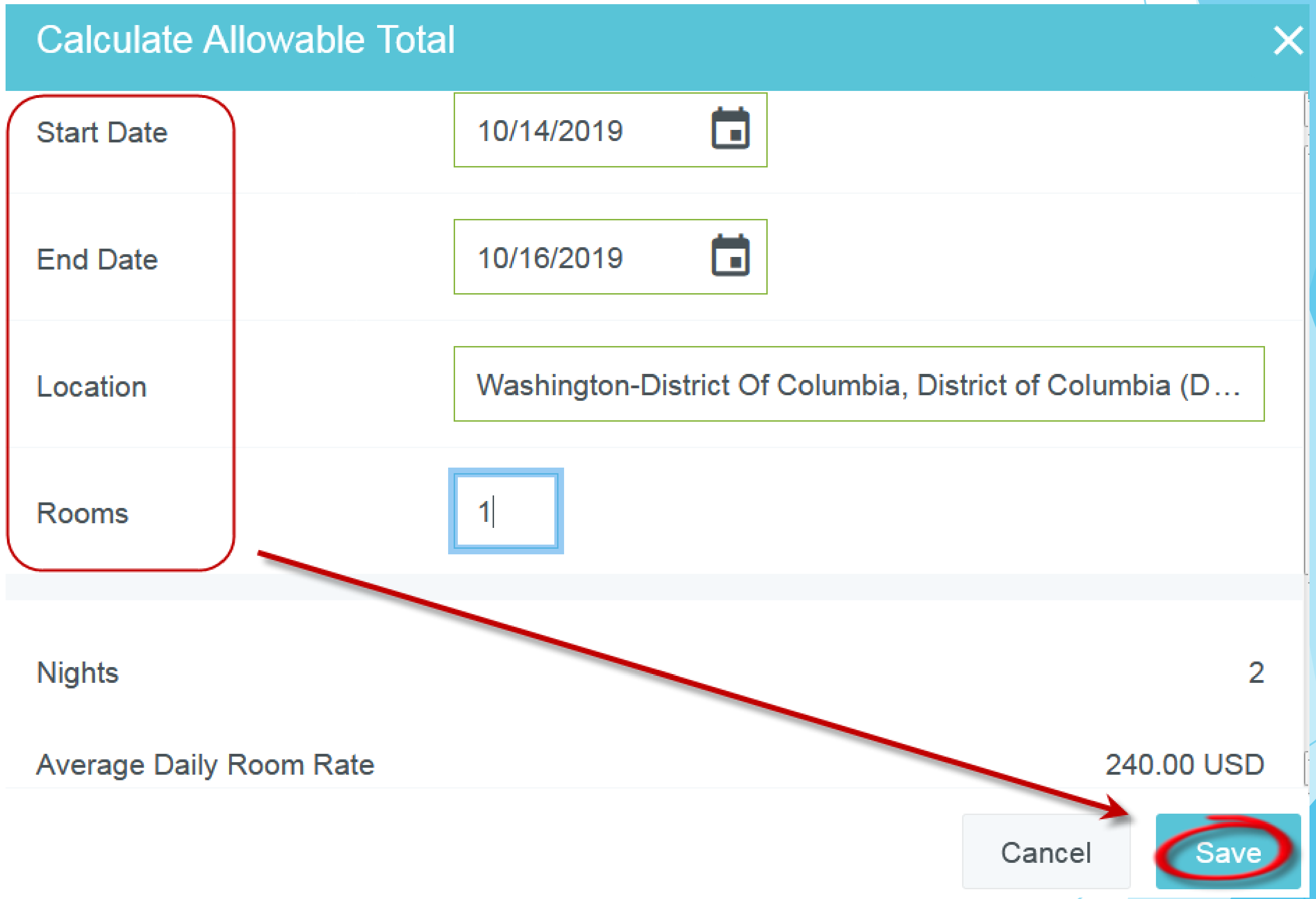
Make sure the Allocation is appropriate to the Itemization type

Click Calculate

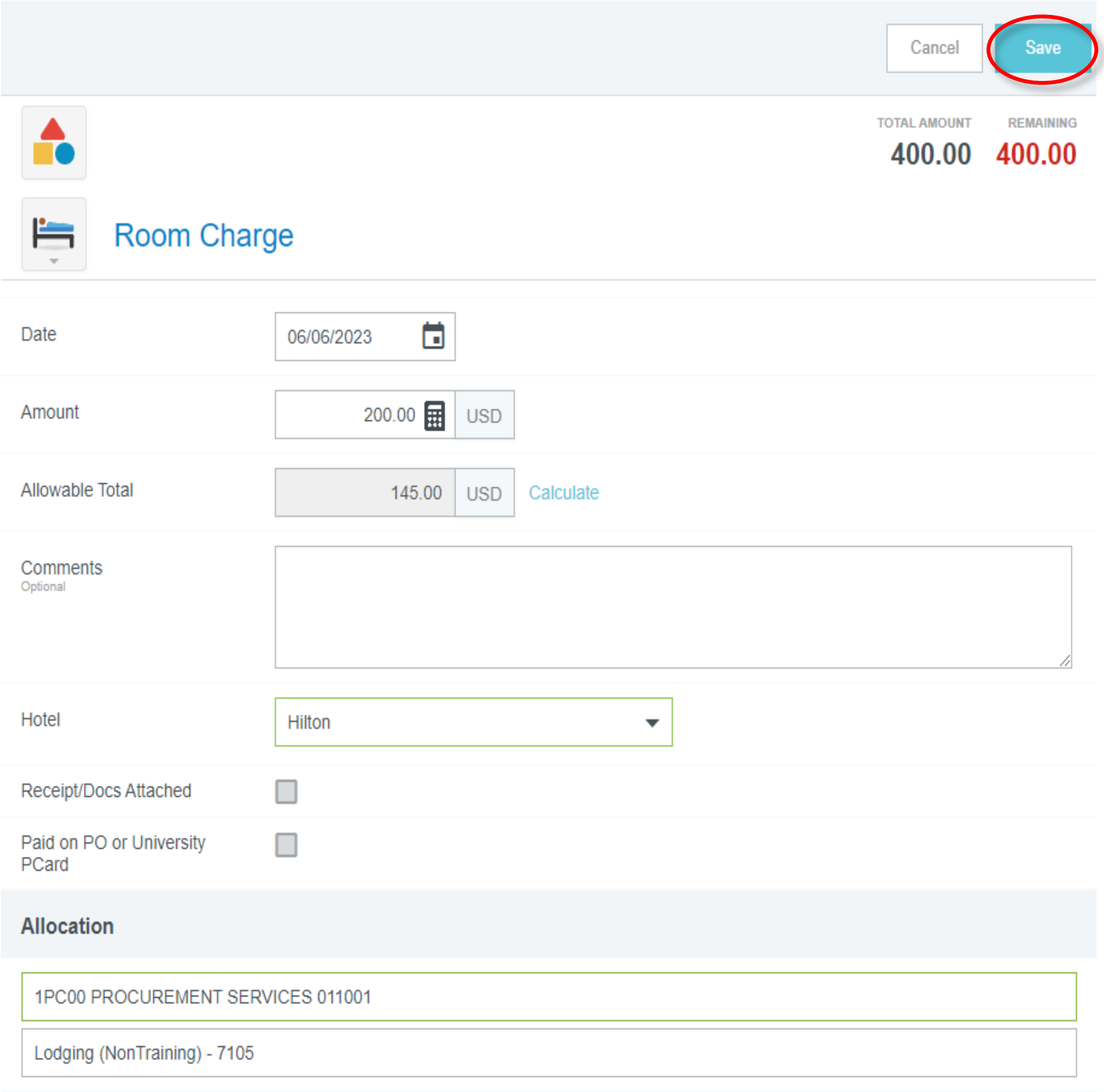


Lodging (Calculate Allowable Total)

Enter the requested information in the Pop Up box that appears and click Save



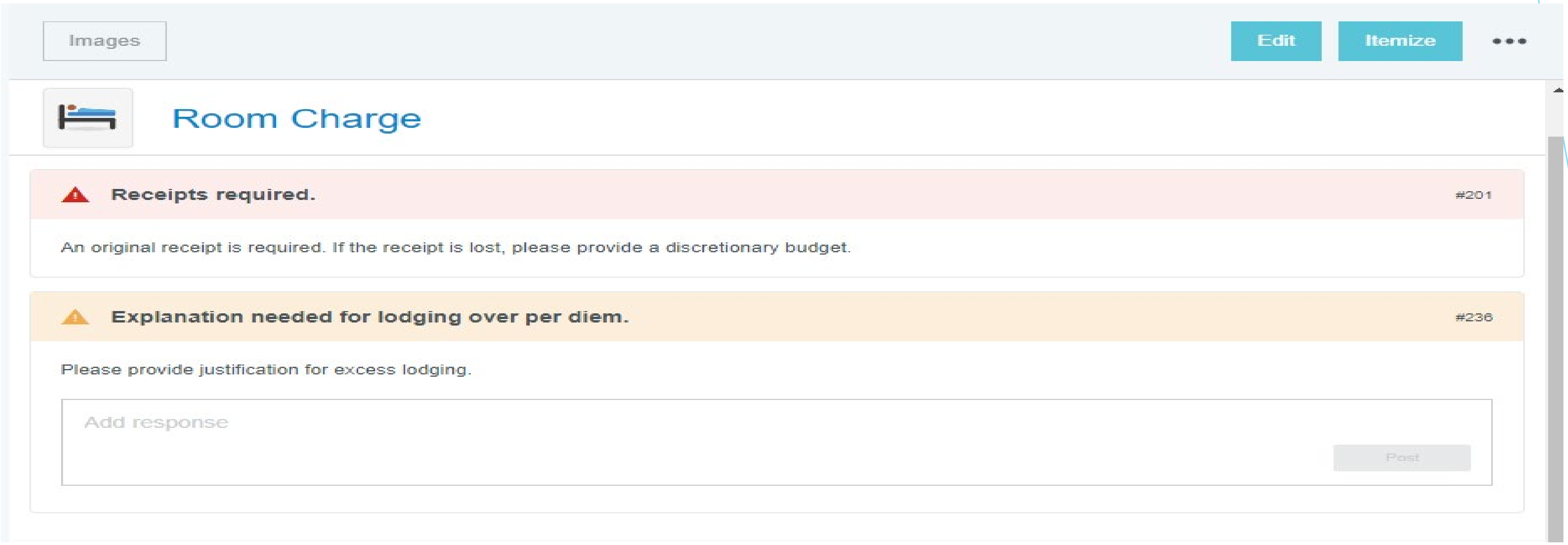
Lodging (Calculate Allowable Total)



Chrome River will auto fill the Allowable Total

Click Save

Lodging continued



Chrome River will alert you if there are missing items on your entry like Receipts or explanations for overages.

Input what is needed and continue to add the next Itemization type i.e. taxes, hotel internet or transportation etc.

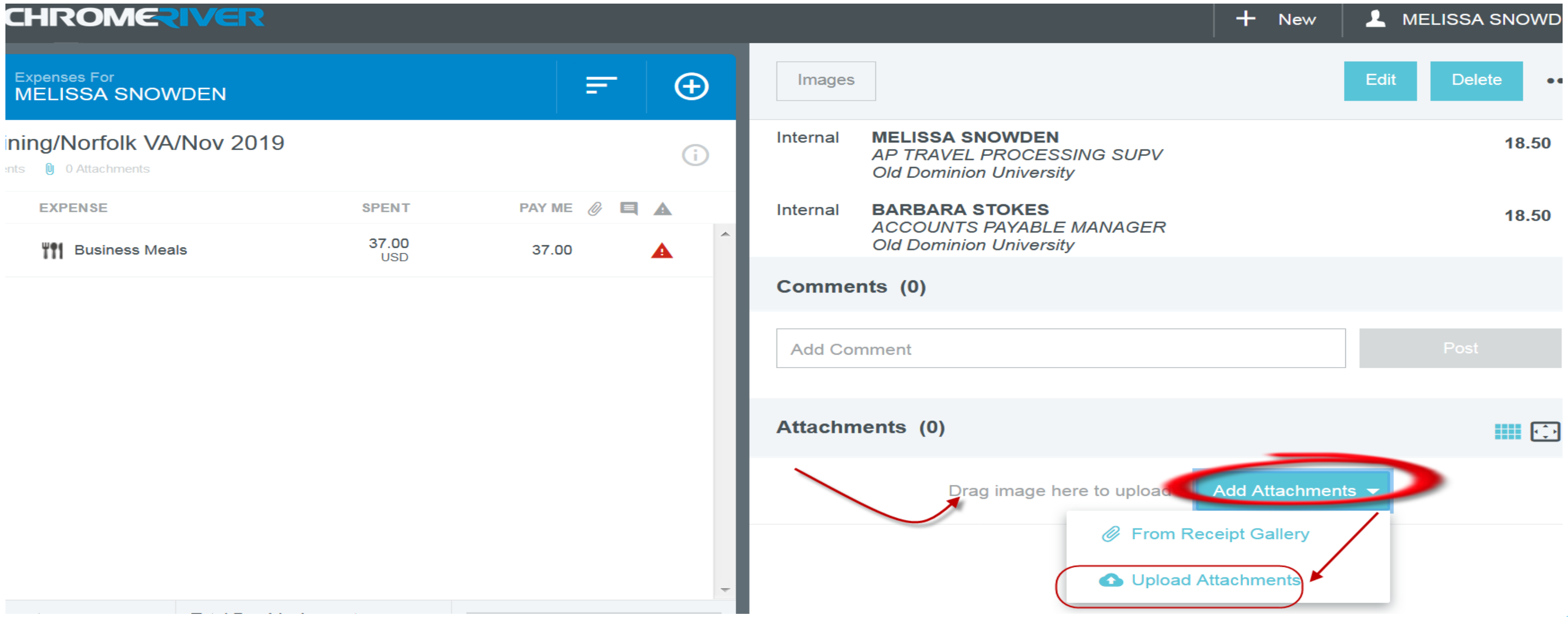
Make sure Itemizations equal the total of the charge you are requesting reimbursement for.

Attaching Receipts/Supporting Documents

The Add Attachments button or option to Drag image here to upload is located at the bottom of each section of the Expense or Pre-Approval entry screens.

You can upload receipts as you create each entry line or attach them to the Expense Report.

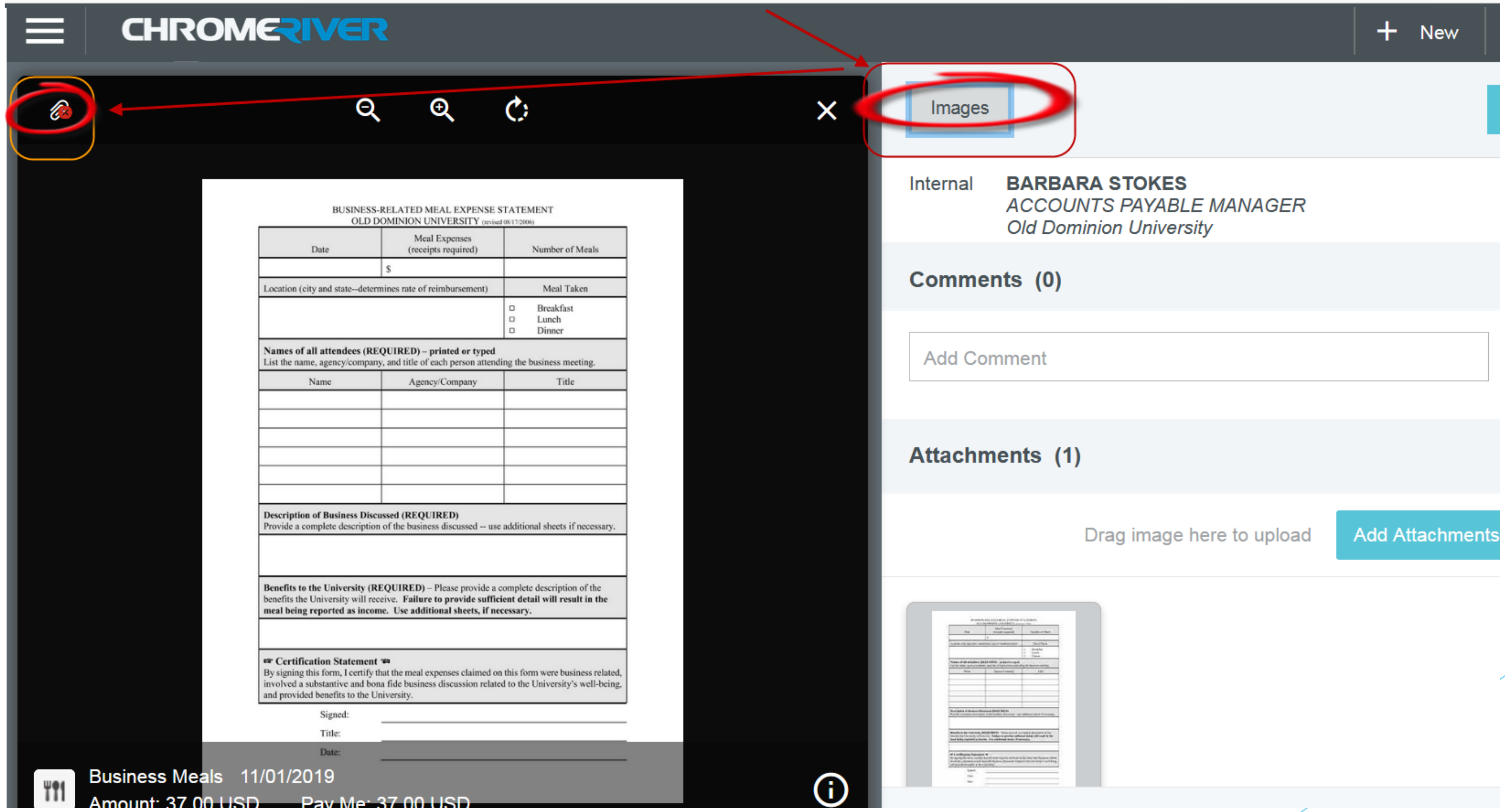
Click on UPLOAD ATTACHMENTS to attach your file with receipts and supporting documents for the event or trip OR drag and drop the image.



Delete Receipts or Documents

If you need to delete a receipt or document, Click on Images

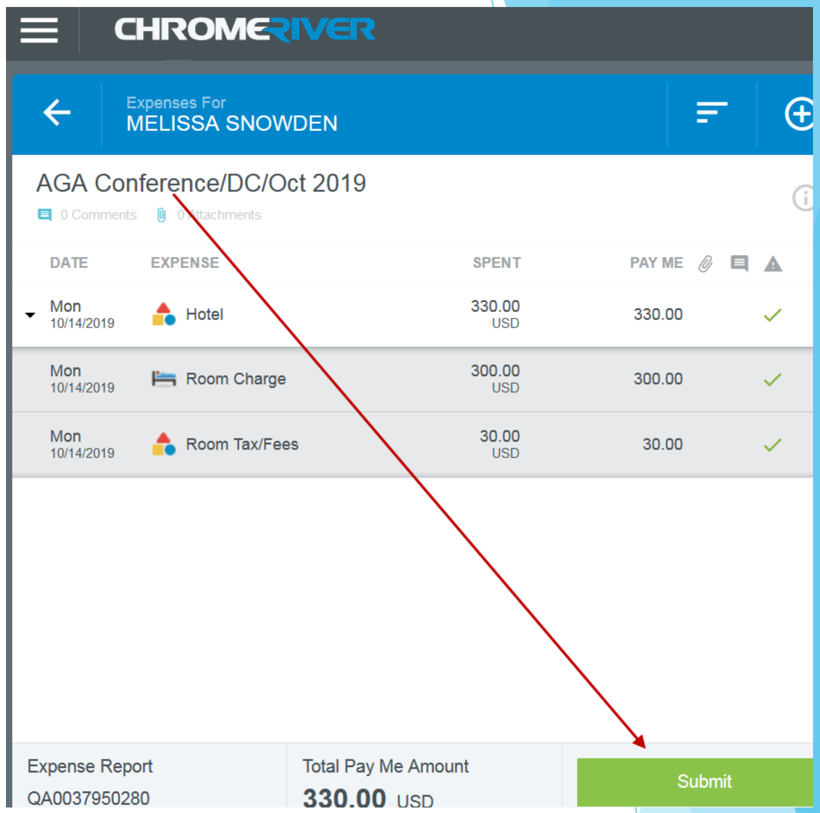
Click on the icon for Delete in the upper left corner (a paperclip with a red x)

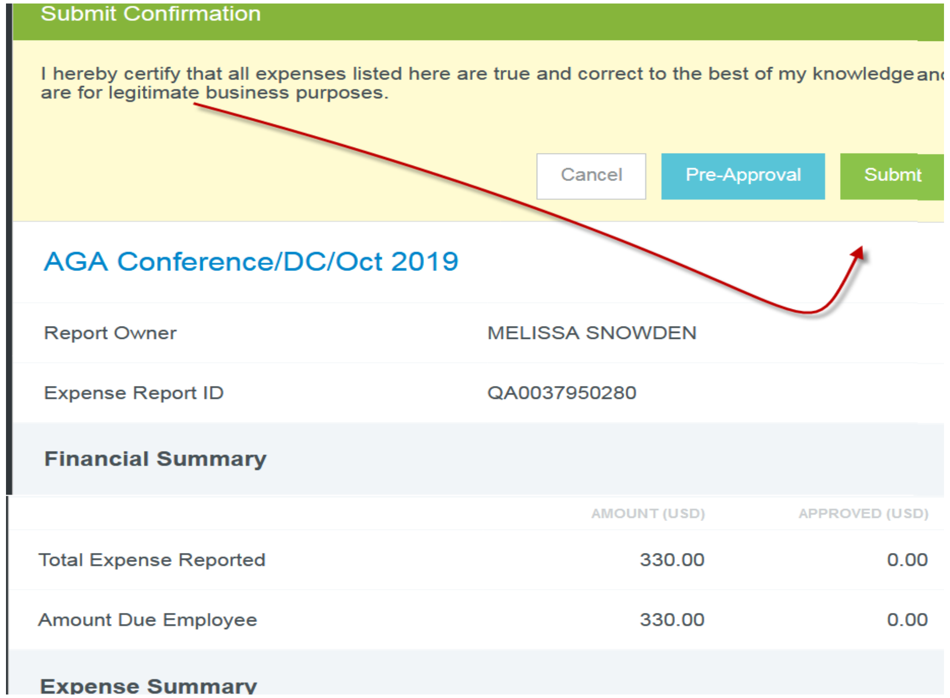


Submitting the Expense Report

Submitting a Report

- To submit an open expense report, click SUBMIT in the lower left-hand corner of the Expense Report.
- To submit the expense from a Draft or Returned Expense Report, select the Expense Report, and click SUBMIT in the upper right-hand corner.





After you click SUBMIT, you will be prompted to certify that the expenses are correct and for legitimate business purposes.

- Clicking SUBMIT again will send the report to the first step in the approval routing process
- If submitting an international Expense Report, click PRE-APPROVAL to attach the applicable pre-approval request before submitting the Expense Report.

POLICY COMPLIANCE WARNINGS & VIOLATIONS

A breach of policy will trigger a warning or violation message when you click SUBMIT.

• A compliance warning indicates that additional information is required before the expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval.

Respond by either modifying the data (if there is an error) or replying to the warning.

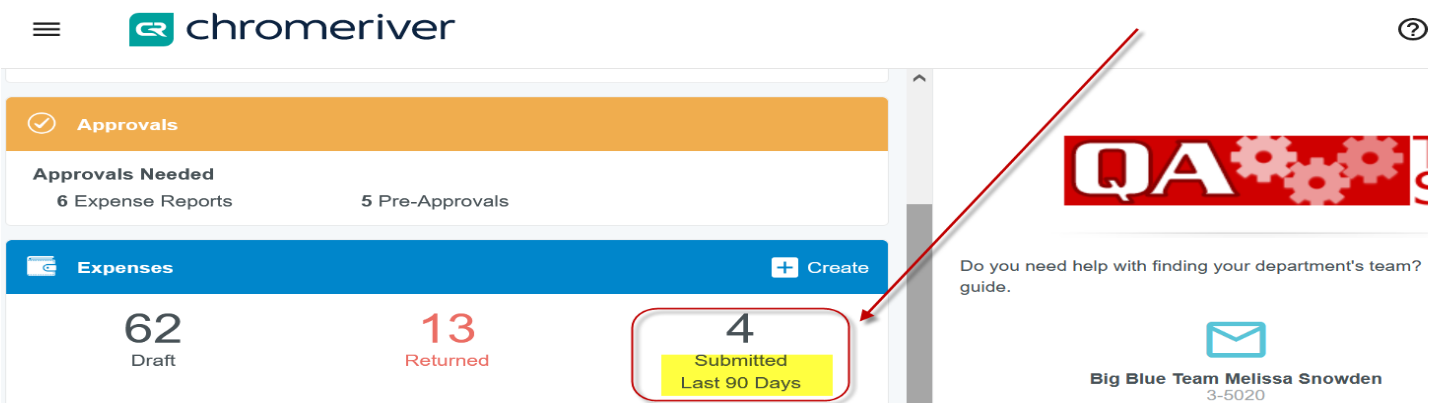
- o If a reply is required, click in the section labeled "Add response" and enter your reply.
- o Click on POST to update and close the compliance warning message.

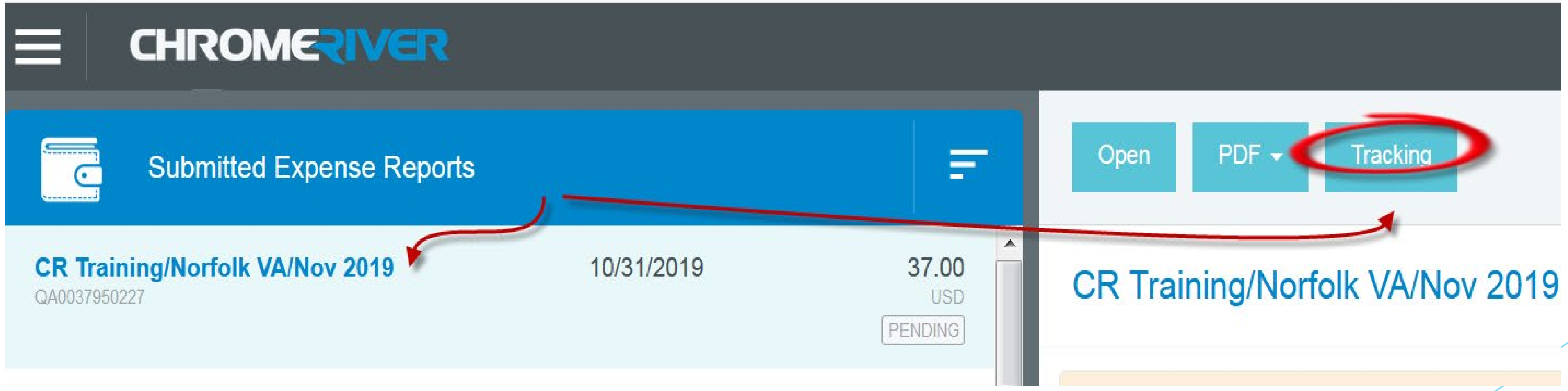
• A compliance violation indicates that the expense cannot be submitted for approval based on ODU and state travel regulations. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.

If there is an error within the data provided, the SUBMIT button will be deactivated. You will be required to make any necessary changes before you can submit the expense.

Tracking Reports

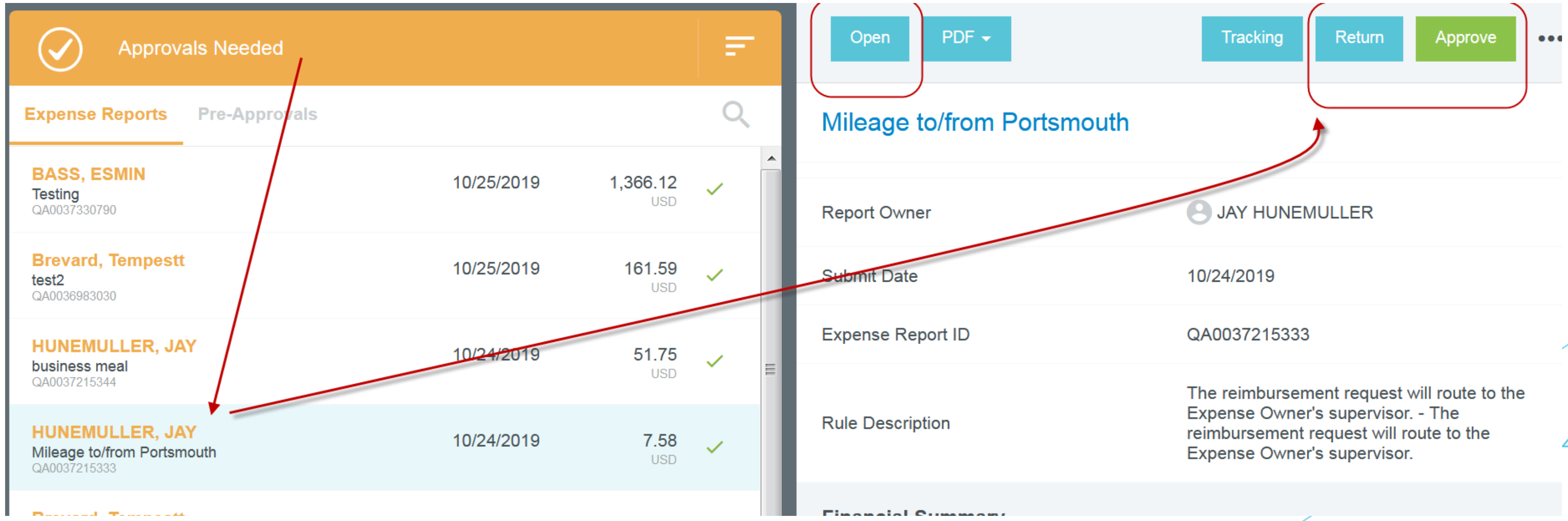
Once the expense report has been submitted, it will appear in the list of Recently Submitted Expenses. From here, you can track its progress through the approval routing process by highlighting the report and clicking TRACKING.





Approving Reports Online

1. Log in to Chrome River EXPENSE and you will see a yellow notification bar at the top of the Dashboard. The number of reports awaiting approval is listed under Approvals Needed.
2. You may also access your approvals by clicking on the collapsed MENU button in the upper left-hand corner. The number of reports awaiting approval is displayed in a yellow circle on the Approvals tab.
3. The Approvals Needed list displays all the expenses awaiting your approval, including the Expense Owner name, Report Name, Report ID, and the Amount.
4. You can review and Approve or Return the entire report on the preview screen. You can also review and return or approve each line item individually by clicking OPEN.
   a. Clicking APPROVE will send the expense to the next step in the approval process once you click SUBMIT.
   b. Clicking RETURN will send the expense item back to the expense owner once you click SUBMIT.



Approving Reports by Email

Chrome River will email you expenses that require your approval. You can approve or return reports with notes.

• If you receive approval emails in HTML format, you can approve or return expenses by clicking the green ACCEPT button or the red RETURN button in the email itself.

  o Forwarding the email to approve@chromefile.com is equivalent to clicking SUBMIT in Chrome River EXPENSE online.

  o Forwarding the email to return@chromefile.com is equivalent to clicking RETURN ALL in Chrome River EXPENSE online.

• To approve or return only specific line items on a report, you will need to log in Chrome River. Click on the link for VIEW RECEIPTS at the bottom of the email and review the report in Chrome River.

Note: Email approvals may only be sent from your primary Chrome River account email address

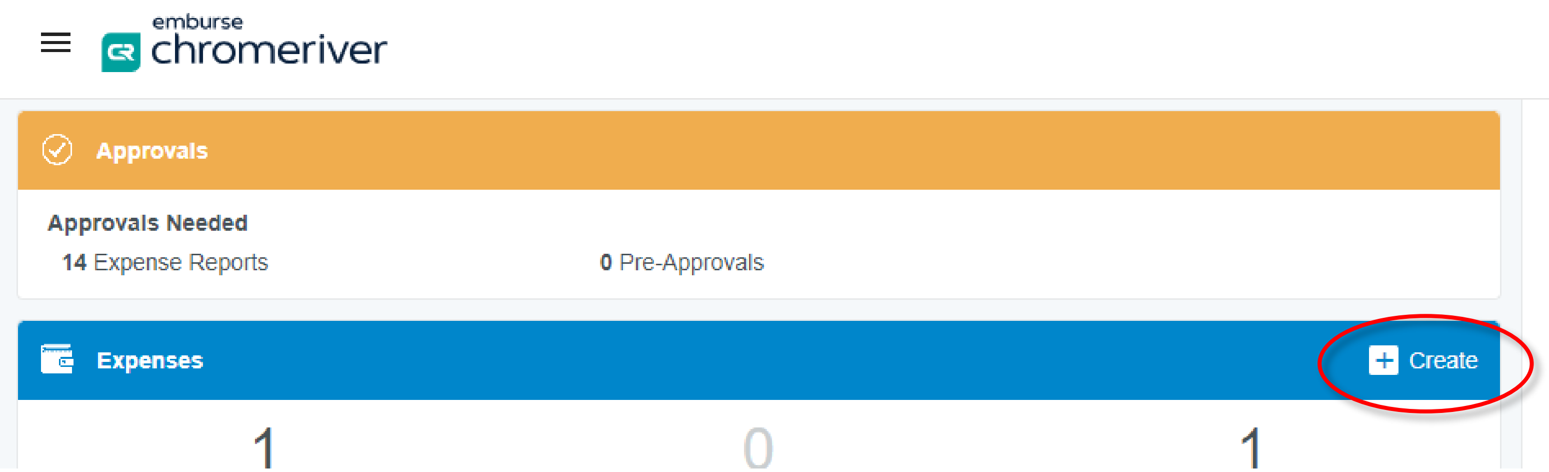
Non-Employee Expense Report

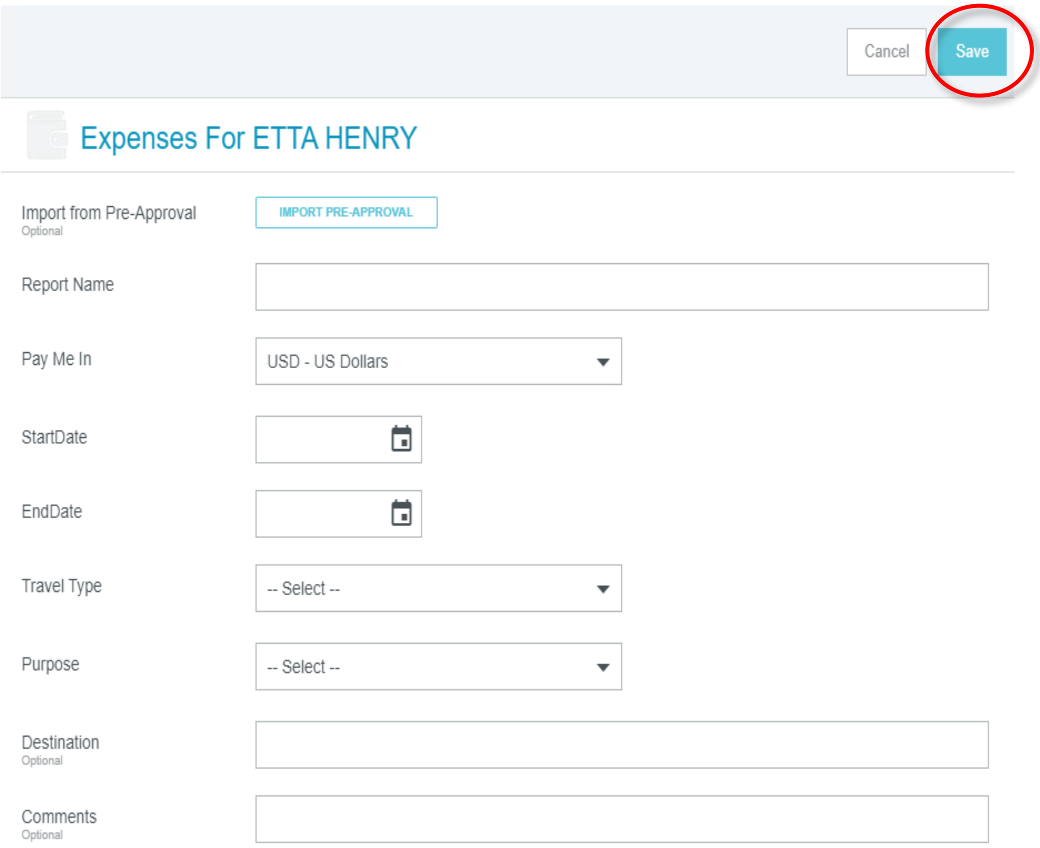
In order for non-employee travel reimbursements to be processed, individuals must be set up in Banner as a vendor with a University Identification Number (UIN) assigned and then set up in Chrome River to receive reimbursements. All non-employees must complete the Chrome River Enrollment Form for Non-Employees.

- Complete all portions of the Chrome River Enrollment Form for Non-Employees, including #2, UIN (University Identification Number).
- Submit the completed form to the Chrome River Administrator in Accounts Payable or e-mail it to travel@odu.edu.
- The departmental contact on the Chrome River Enrollment Form for Non-Employees will receive an e-mail when the non-employee has been set up in Chrome River.
- Once the e-mail is received, the department contact/employee responsible for entering the non-employee Expense Report in Chrome River can create an Expense Report using the non-employee widget in Chrome River.
- Non-employees do not have access to Chrome River.
- The non-employee should be e-mailed/sent the report to sign the assertion indicating "I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes." The signed assertion will be attached to the Expense Report as a "receipt."

Preparing a Chrome River Non-Employee Expense Report

From the Dashboard click + Create on the Expenses Ribbon





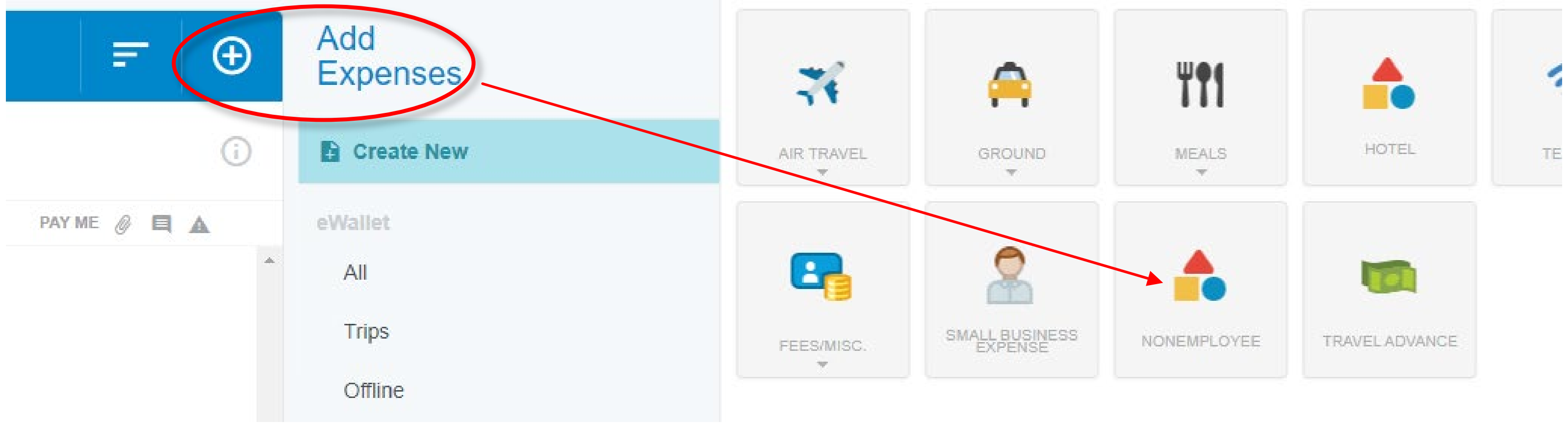
Enter all Report Header information and Save

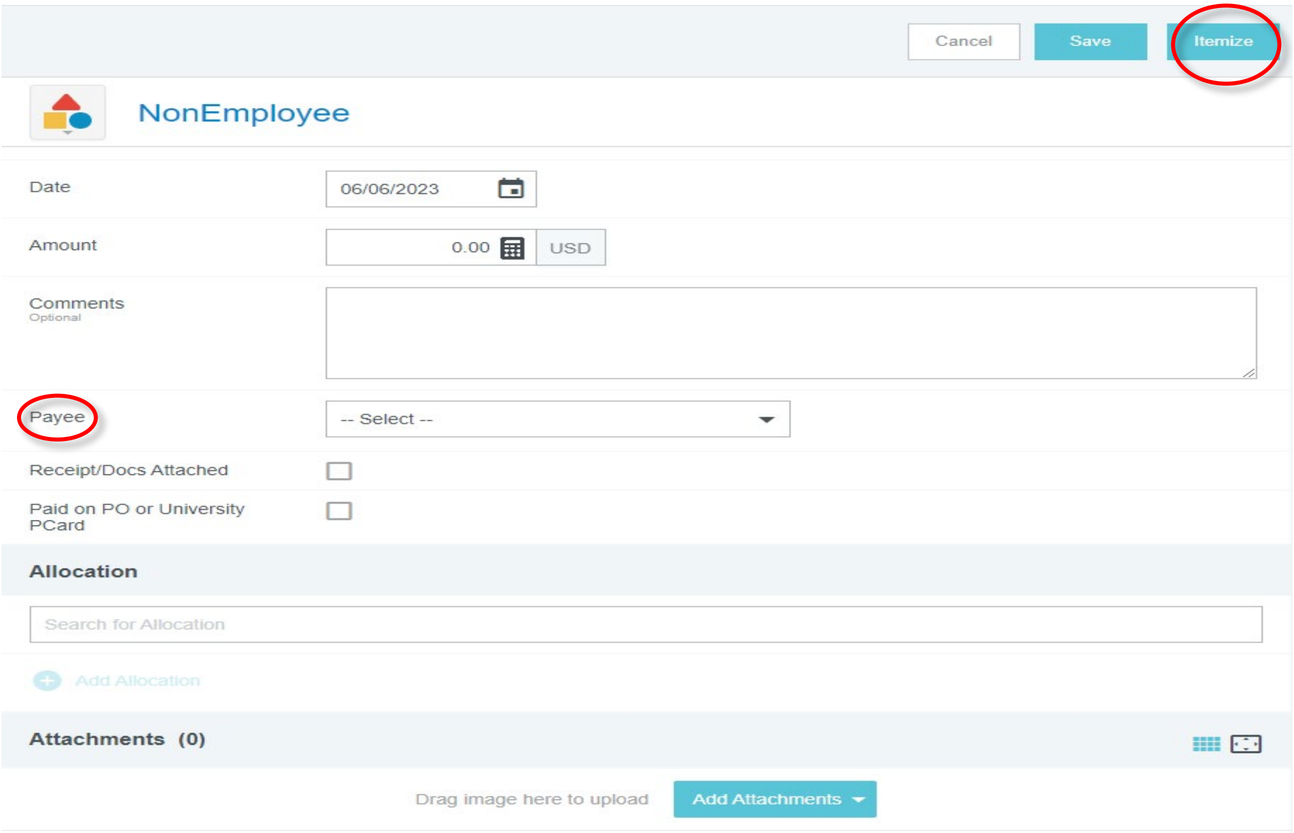
Report Name should include Event/Location/Date

Comments should include detailed description of event and it's benefit to the University

Non-Employee Expense continued

Under Add Expenses select the NONEMPLOYEE type





Enter Date, Amount and enter description in Comments

Select the Payee

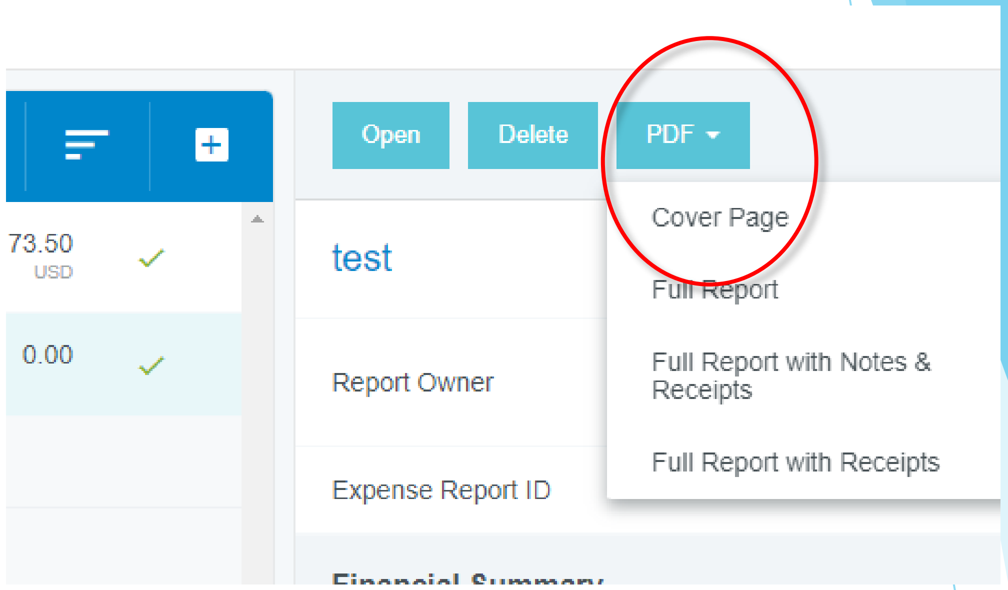
Enter Allocations

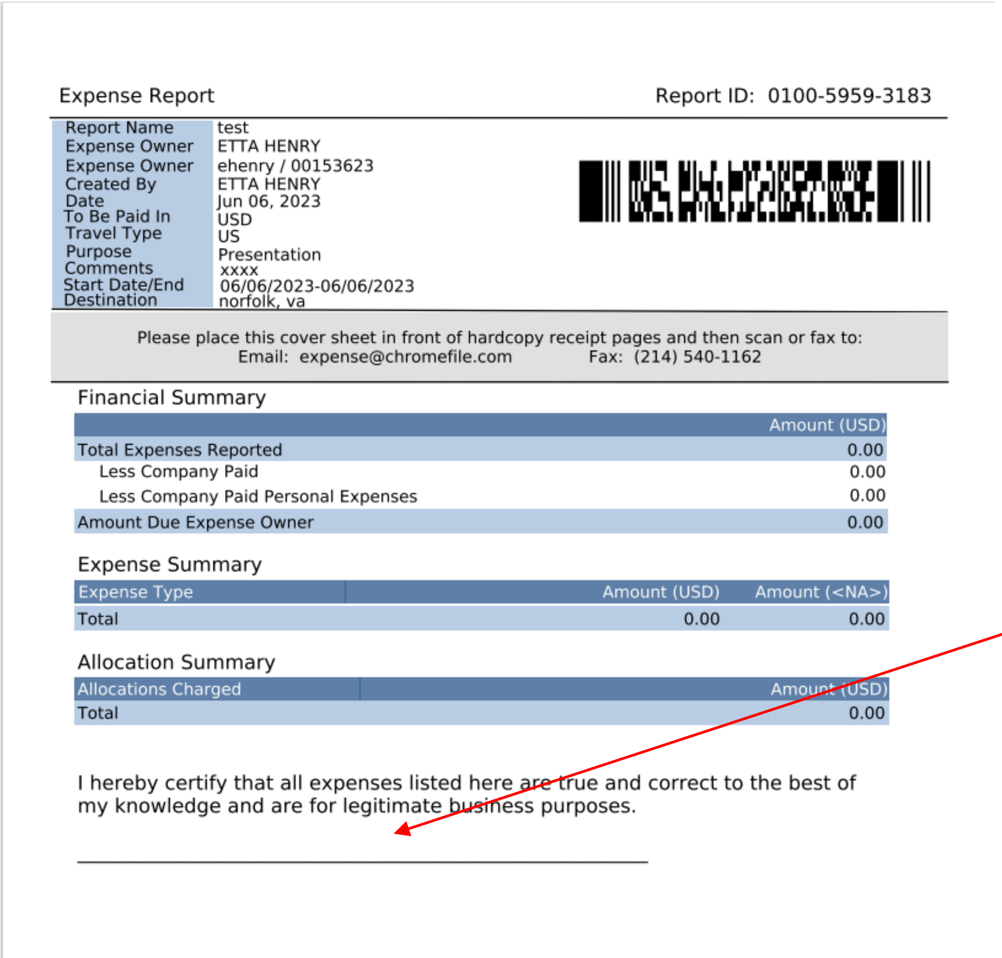
Click Itemize to input expenses to be reimbursed

Be sure to attach necessary receipts and supporting documents

Non-Employee Expense continued

Once report is prepared, click on PDF Cover Page





Expense Report Report ID: 0100-5959-3183

Report Name	test
Expense Owner	ETTA HENRY
Expense Owner	ehenry / 00153623
Created By	ETTA HENRY
Date	Jun 06, 2023
To Be Paid In	USD
Travel Type	US
Purpose	Presentation
Comments	xxxx
Start Date/End	06/06/2023-06/06/2023
Destination	norfolk, va

Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:
Email: expense@chromefile.com Fax: (214) 540-1162

Financial Summary

	Amount (USD)
Total Expenses Reported	0.00
Less Company Paid	0.00
Less Company Paid Personal Expenses	0.00
Amount Due Expense Owner	0.00

Expense Summary

Expense Type	Amount (USD)	Amount (<NA>)
Total	0.00	0.00

Allocation Summary

Allocations Charged	Amount (USD)
Total	0.00

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Print this page so the Non-Employee can sign to acknowledge the amount being reimbursed

Attach signed copy to Expense Report before Submitting

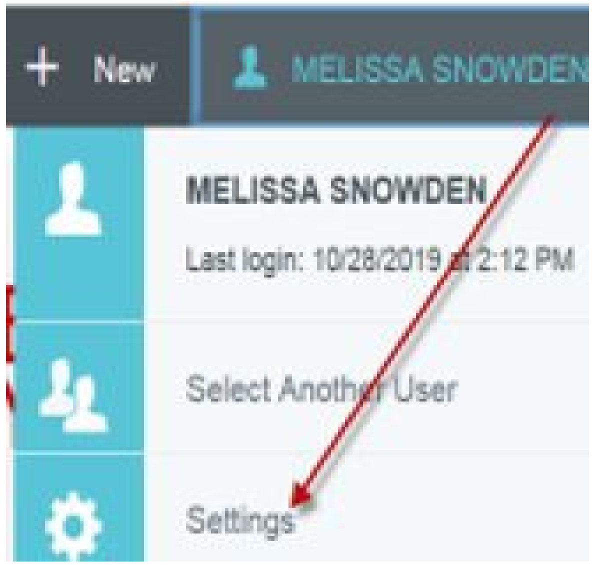
How to Assign a Delegate

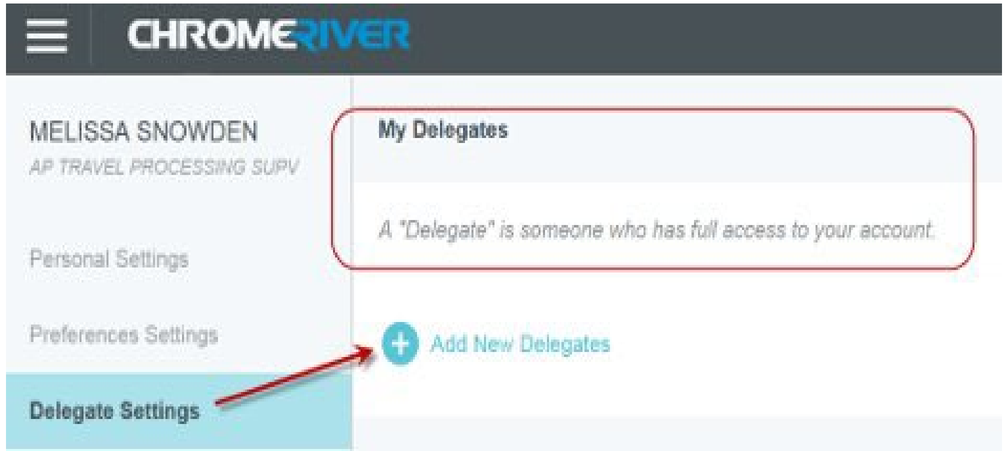
If an ODU employee assists an Expense Owner with processing travel Pre-Approvals and Expense Reports, the Expense Owner will need to assign the ODU employee as a Delegate. Chrome River requires the Expense Owner to authorize the Delegate, so a Delegate cannot assign the role. More than one Delegate may be assigned, if necessary.

WHAT CAN A DELEGATE DO?

- 1. Create pre-approval and expense reports for the Expense Owner to review and submit, (The Delegate can submit pre-approval and expense reports to the Expense Owner, but the Expense Owner must approve the report before it is routed for a supervisor's approval)
- 2. Access the Expense Owner's Dashboard, Pre-Approvals and Expense Reports, and
- 3. Receive copies of any e-mail notifications regarding approvals and rejections.

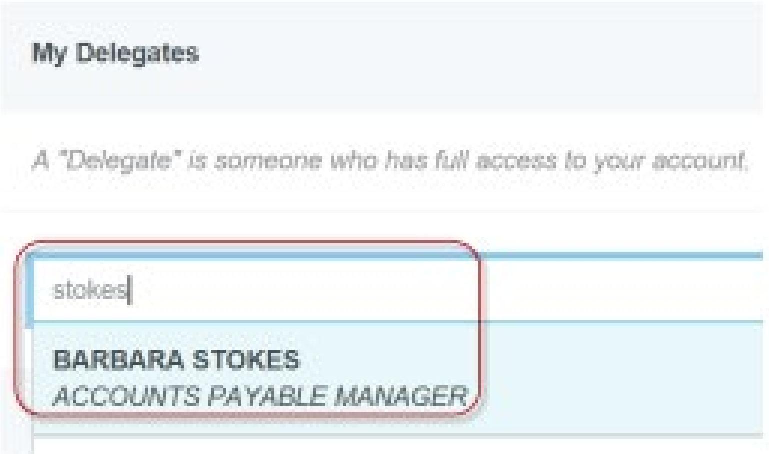
1. The Expense Owner must click on his/her name in the upper right corner, and select Settings





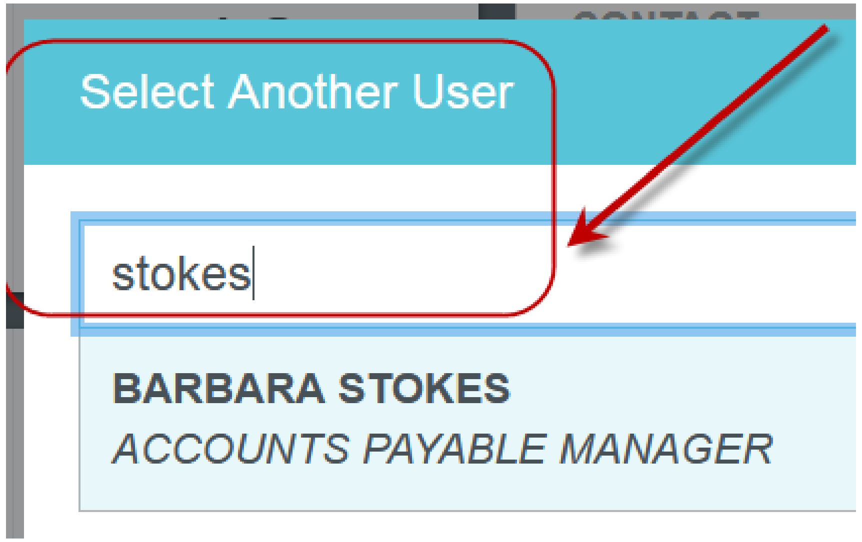
2. Click on Delegate Settings and select Add New Delegate under My Delegates

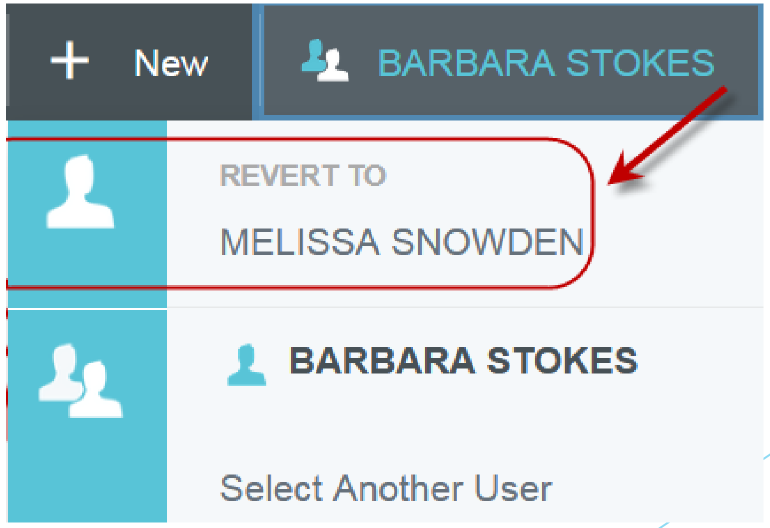
3. Type the Delegate's name to filter a search and click on the ODU employee's name to assign him/ her as Delegate.



Switch to or from Users

Click on your name in the upper right corner and Select Another User to view the list of travelers assigned to you. Click on the traveler's name in the upper right corner and Revert or Select Another User to navigate between users. As a Delegate, you will receive all email notifications for your travelers, regardless of who created the Expense Report.

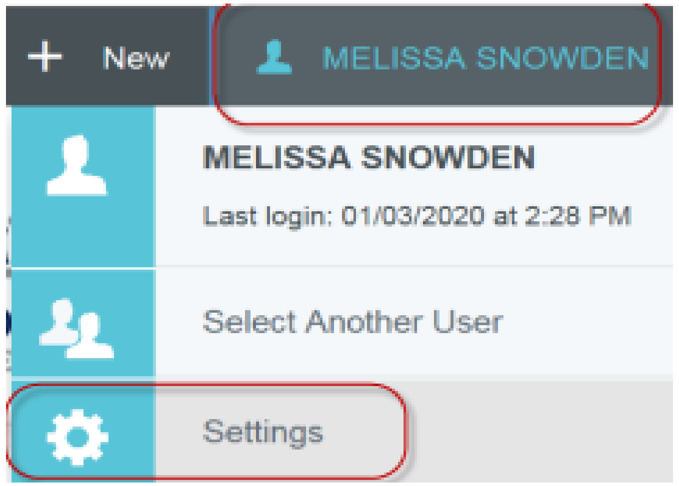




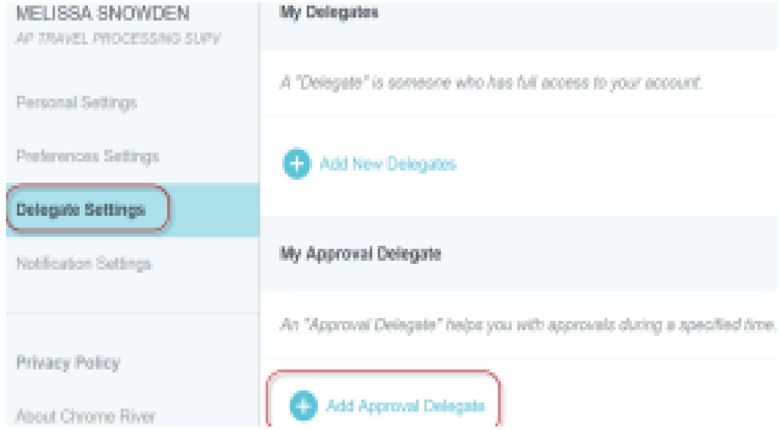
Assign My Approval Delegate (Proxy)

Before you go on vacation or extended leave, you can assign someone as your delegate to approve Pre-approval and Expense Reports.

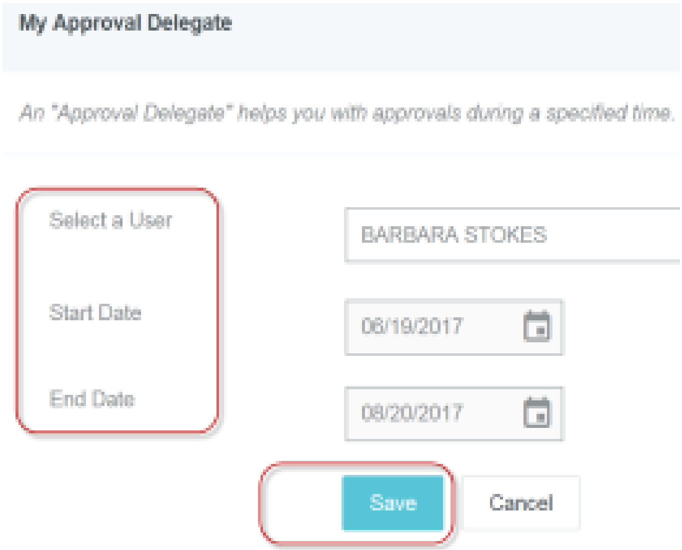
To assign someone to act as your delegate during your vacation or extended leave, complete the following steps:



Click on your name in the upper right hand corner, and select **Settings.**



Click on **Delegate Settings**, and select **Add Approval Delegate** under My Approval Delegate.



Type the Delegate's name in the field to **Select a User**, and filter a search. Click on the name to assign as Delegate. Record the **Start and End dates** for the assigned period to approve reports, and click **Save**.

Help Center

Click the ? in the upper right corner for the online Help Center or User Guides