

Traveler Tips

Before conducting any University travel please ensure that you have complied with all travel procedures and policies according to the Commonwealth of Virginia and Old Dominion University. To make certain that all policies and procedures are being followed please review the following well before a trip is undertaken (at least a week before the start of travel). This will ensure advanced funds requests can be provided in a timely manner and all appropriate expenses will be reimbursed. Submit vouchers within thirty days after the trip has been taken. Processing time is 7 to 10 days from receipt of a complete and accurate voucher. Generally, if processed on Tuesday funds will be deposited into your account by Thursday or Friday.

Traveler Tips for Overnight Travel

- ❖ First time travelers must complete a direct deposit form.

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/pettycash_travel_dd.doc

- ❖ Don't forget the Travel Estimate/Excessive Lodging/Out of Country Approval form. Form must be preapproved before travel is taken.
- ❖ Hotel accommodations are to be made by the traveler. Upon your return please ensure the hotel statement demonstrates a zero balance.
- ❖ If hotel rates are above allowable per diem rates the traveler will have to complete the Estimate/Excessive Lodging form – before travel
- ❖ You can find per diem rates for meals and lodging at:

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/travelrates.pdf

❖ Contact CI Travel for the purchase of airline tickets
Contact info: Susan Ruiz
sruiz@cittravel.com
757-461-0022 ext 3816
757-892-3816 direct line

- ❖ Payment for airline tickets can be made by using the following options: Small Purchase Charge card (SPCC), Individual travel Card, personal credit card or a purchase order (much longer lead time).
- ❖ When traveling by air – keep your boarding passes! They will have to be attached to your travel reimbursement form.

- ❖ A travel card, personal credit card or a small purchase charge card (SPCC) can be used for vehicle rentals. Please contact Arcelia Barcliff before using your SPCC card to request rental wavier. Rental Car information – contact Enterprise at (757) 627-2833
- ❖ Use of a personal vehicle is permitted and mileage may be reimbursed. Prior to travel, conduct a cost benefit analysis (see below for link) and attach it to the travel reimbursement form.

<http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=0nraoSLde90%3d&tabid=170>

- ❖ Personal Mileage link

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/mileagerate01012010.pdf

- ❖ Reimbursement for lodging, parking, gasoline, cab fare, and parking tolls receipts are required and it is **mandatory** that receipts accompany your travel reimbursement voucher. No receipts – no reimbursement. The only exception is personal meals (if receiving per diem).
- ❖ Travel cards can be used for all types of purchases such as hotel, car rentals, airline tickets, gasoline and meals. Payments can also be made by eVA. If you are not a travel card holder items can be purchased with a personal charge card and funds will be reimbursed. SPCC cannot be used for the preceding charges – it can only be use for the purchase of airline tickets and can be used for car rental only if a wavier has been authorized. Please contact Arcelia Barcliff.
- ❖ Forms and additional information:
 - Employee Direct Deposit Form
 - Consolidated Travel Form (Excel)
http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/ConsolidatedTravelForm.xls
 - All travel information and forms can be found at
www.odu.edu/af/finance/facultystaff/facultystaff_forms.shtml