

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Conferences – Registration Fees

Proc #: 6-711

A. PURPOSE

The purpose of this procedure is to discuss the regulations related to conference travel as approved by the Commonwealth of Virginia and Old Dominion University.

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

Estimated Cost of Proposed Travel Form - online
Travel Expense Reimbursement Form – online
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”
ODU Training Materials

G. OTHER ODU OFFICES IMPACTED

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 07/08/11

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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 cannot be requested to pay for conference fees.
2. Normal travel practices should be used when making conference travel arrangements.
3. Registration fees for conferences may be paid via Limited Purchase Order (LPO), eVA, or SPCC for functions related to State business. **Be sure to attach a copy of the completed/approved ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form when overnight travel is involved.**

NOTE: The University utilizes eVA as its primary procurement tool. LPOs may only be used by departments not working in eVA or who have received express written authority from Materiel Management. Other limitations may apply. The *LPO Custodian Agreement/Request for LPOs* form is located on the Materiel Management website under Forms.

- a. If the conference requires **pre-payment** of registration fees, be sure that the following information, and all other required information, is contained on the eVA DO or LPO:

Name of traveler
Concise statement of reason for travel
Dates of travel
Name of conference and location
Deadline for prepayment (IMPORTANT)

4. These functions may be at or outside of the official station.
5. Registration fees may also be submitted on the Travel Expense Reimbursement Voucher upon completion of the trip, but this practice is not encouraged. **Written justification must be provided, along with an itemized receipt showing method of payment. If payment made with a**

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credit card, the type of credit card and the last 4 digits of the credit card number must be on the receipt.

6. If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after travel is completed. Written explanation, including method of payment, required when seeking reimbursement.
7. Receipts are required for reimbursement. Do NOT seek reimbursement for items paid via LPO, eVA, or the SPCC, since these charges have been paid directly to a vendor and are *not* expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number.

Records Retention:

Original travel documentation should be maintained along with the associated travel expense reimbursement vouchers in the Office of Finance agency file for three years.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-5020.