

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Common Travel Reimbursement Errors to Avoid

Proc #: 6-704

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**A. PURPOSE**

The purpose of this procedure is to provide guidance to travelers on the most common errors that occur that could cause their travel expense reimbursement to be delayed or rejected. Avoiding these common errors and ensuring that your travel reimbursements are completed correctly and submitted by the deadlines will help to expedite your reimbursement.

**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, 1052 and 1054 combined  
Internal Revenue Code Sections Governing Business Expenses  
ODU Training Materials

**F. CROSS REFERENCE TO OTHER PROCEDURES**

CAPP Topic # 20310, “Expenditures”  
CAPP Topic # 20315, “Prompt Payment”  
CAPP Topic # 20336, “Agency Travel Processing”

**G. OTHER ODU OFFICES IMPACTED**

Office of Finance – Accounts Payable

**H. INVOLVEMENT EXTERNAL TO ODU**

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APPROVED BY: William R. Fisher

EFFECTIVE DATE: 04/15/09

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REVISION DATE: 04/15/09

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Vendors providing travel related goods or services to ODU employees on official University business.

**I. PROCEDURE:**

1. No approved **Travel Estimate** attached - **required for all overnight travel.**
2. Traveler's UIN (employees)/social security number (non-employees) not provided - **REQUIRED – form will not print without this information.**
3. No dates at the top of the form (next to signatures) - **required for audit trail.**
4. Each day's expenses not shown separately – **REQUIRED.**
5. Individual approving travel voucher for payment not on authorized signature list - **REQUIRED.**
6. Individual approving payment not traveler's supervisor or higher in organizational structure than traveler – **REQUIRED.**
7. No approval for payment – **REQUIRED.**
8. Voucher submitted more than 30 days after trip without explanation attached.
9. Special approval form(s) not attached (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form – Travel Estimate tab of Consolidated Travel Form).
10. Times of departure and return not provided - **REQUIRED – form will not print without this information.**
11. No signed justification for what appear to be excessive lodging and/or meal expenses - **REQUIRED – must be obtained in advance from University Controller.**
12. Complete the **Lodging Exception Request** on the ODU Travel Estimate/ Excessive Lodging/Out of Country Approval Form, *Travel Estimate* tab of the Consolidated Travel Form – **MUST BE APPROVED IN ADVANCE BY UNIVERSITY CONTROLLER**
13. No supporting bills, receipts, invoices – be sure to provide a zero-balance bill showing method of payment and last 4 digits of credit card – **REQUIRED.**
14. No hard-copy confirmation of expenses (payment page) if online methods were used to procure services – **REQUIRED.**

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15. No printout of the appropriate per diem rate table for international destinations - **REQUIRED.**
  16. Voucher not submitted in U.S. dollars/English – **REQUIRED.**
  17. No currency conversion confirmation included – **REQUIRED.**
  18. Supporting bills, receipts, and invoices do not equal amounts claimed
  19. No purpose of travel listed – **REQUIRED - form will not print without this information.**
  20. No **original** signature of traveler/supervisor – **REQUIRED.**
  21. Car rental insurance claimed - this is not allowed.
  22. Add on GPS charges – **NOT ALLOWED**
  23. No budget code provided - **REQUIRED - form won't print without this information completed.**
  24. Refueling **fees** for rental vehicles - not allowed - reimbursement for actual expenses for gas/oil allowed with supporting receipts.
  25. Failure to provide cost analysis for personal vehicle usage for daily mileage 100 miles or more – **REQUIRED.**
  26. Failure to indicate on the voucher when the M&IE per diem is being used. Departments can choose to reimburse employees for actual meal expenditures, not to exceed the amounts shown on the M&IE table for the specified meals, but must supply receipts when this is the case. If using the M&IE per diem, do NOT attach meal receipts. (The Consolidated Travel Form contains the current M&IE rate table and lodging and per diem rates for in-state and out-of-state locations – see the *Per Diem M & L Rates* tab.)
  27. Failure to include a copy of the travel guidelines from a grant, local fund, or contract OR a memo signed by the Principal Investigator/budget unit director indicating that there are no special travel guidelines contained in the grant, local fund or contract. **(REQUIRED). If the grant or contract is silent on the issue, the travel guidelines apply.**
  28. Failure to provide documentation of the cost of a single room and the cost for additional persons sharing the room when 2 or more sharing the room. - **REQUIRED.**

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**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 Disbursements – Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-nnnn.

For problems, complaints or to request an exception contact the Assistant Controller for Disbursements at 683-4262 or the University Controller at 683-4983.