

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances – Employees

Proc #: 6-718

A. PURPOSE

The purpose of this guideline is to outline how an employee can obtain a travel advance. To be eligible to receive an advance, an employee must have a Corporate Travel Charge Card.

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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 04/15/09

REVISION DATE: 04/15/09

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H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. Travel advances should be requested only when out-of-pocket expenses for a specific trip would cause a financial burden for the employee.
2. **Travelers who do not have a Corporate Travel Card are not eligible for a travel advance.**
3. Advances will not be processed for less than \$25.
4. Travel advances are issued to the traveler.
5. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that \$25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually.
6. When a travel advance is needed, a traveler must complete a Request for Travel Advance. Incomplete forms will slow the advance process. The following sections must be completed:
 - a. **Part A** - contains general information including the requesting department, the departmental budget to be charged, the traveler's name/UIN, the department's address, the traveler's telephone number. **Travelers are required to attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form.** If travel is to a foreign country, the appropriate approvals must be included.
 - b. **Part B** - contains the travel description where you should list the expenditures for which you are requesting the advance.
 - c. **Part C** - Department Certification. This section contains the ***original*** signatures (***no stamps***) of the employee and the budget unit director authorizing the advance.
7. **Amounts for hotel accommodations will be advanced only if the hotel does not accept the corporate travel card and there is insufficient time**

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to process a prepayment purchase order. If applicable, the form should indicate the hotel name, the dates of the stay, and the rate per day.

8. By signing the form, an **employee** agrees that if the advance is not repaid in a timely manner, the advance amount may be deducted from any amounts owed to the employee, including pay or benefits.
9. By signing the form, a **budget unit director** certifies availability of funds.

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 or the Accounts Payable Travel Supervisor.

For problems, complaints, or to request an exception, contact the Assistant Controller for Disbursements or the University Controller.