

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances (Students)

Proc #: 6-719

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**A. PURPOSE**

The purpose of this procedure is to outline how a student can obtain a travel advance. Advances to students are discouraged but may be authorized for amounts not to exceed \$100.

**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  
Business Related Meal Expense Statement - 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**

Office of Finance – Accounts Payable

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APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

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REVISION DATE: 07/08/11

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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 are discouraged for students but may be authorized for amounts not to exceed \$100.
2. Travel advances will not be processed for less than \$25.
3. Travel advances should be limited to the minimum amount necessary for out of pocket expenses but not to exceed the \$100 limit.
4. The Department of Accounts suggests that \$25 per day would be a reasonable allowance amount; however exceptions will be reviewed individually.
5. Amounts for hotel accommodations, airfare, and registration fees will be advanced only if the vendor does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order.
6. Use the "Request for Student Travel Advance Form" to request travel advances for students. Complete the following information:
  - a. Part A – General Information
    - Date
    - Department Name
    - Organization Budget Code
    - Student Name
    - Student UIN
    - Student Departmental Mailing Address
    - Student Phone Number
  - b. Part B – Travel/Expenditure Description
    - Description (taxi, meals, parking, etc.)
    - Amount Required
    - Supplemental Information/Justification
    - Total and Net Advance Request
  - c. Part C – Department Certification/Approval
    - Signature of Student Traveler
    - Date form signed
  - d. Part D - Departmental Approval

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- Printed Name of Budget Unit Director
- Signature of Budget Unit Director
- Date form signed

**7. Student Traveler's Responsibilities –**

- To use University funds only for approved student travel
  - To ensure that all charges made are reasonable and required
  - To ensure that all charges are made in accordance with State Travel Regulations
  - To repay any funds not used within fifteen days after travel is completed
  - To report all costs on a Travel Expense Reimbursement Voucher and to provide all required receipts.
8. Submit the completed Request for Student Travel Advance Form along with an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form to AP for processing.
9. Students who fail to repay any funds not used in a timely manner and according to policy will not be allowed to register for classes or their grades will not be released until the debt is satisfied.
10. Travel advances should be submitted a minimum of two weeks prior to the date of departure. If proper notice is not provided, a letter of justification should be attached to the advance form.
11. Travel advances are issued to the traveler approximately three (3) days prior to the departure date. Accounts Payable Audit will notify the student traveler or the departmental contact via e-mail when the check is available for pick up.

**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.