

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances (Students)

Proc #: 6-719

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, 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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 03/20/09

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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
 - Printed Name of Budget Unit Director
 - Signature of Budget Unit Director

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- 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. Failure of the student to repay any funds not used according to policy and in a timely manner 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 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.