

TRAVELER'S CHECKLIST FOR OVERNIGHT TRAVEL
(Ensuring Compliance with Commonwealth Travel Regulations)
Proc 6-702

Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. This checklist is intended to serve as a supplement to the full travel policies, procedures and regulations, which are available on the Office of Finance web site and the Accounts Payable, Part 1: Travel training materials. Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures. Failure to follow the travel guidelines could result in a reduced reimbursement or delayed processing of your reimbursement request. Travelers are also reminded that submitting a false claim for reimbursement constitutes fraud.

Actions and Forms that need to be completed PRIOR to overnight travel:

1. Have you completed the “AP Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form?” **(Required for reimbursement. Original signed form must be attached to reimbursement request after travel completed.)**
2. Have you completed the “**ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form**” tab of the Consolidated Travel Form? **(Required for all overnight travel. Original signed form must be attached to reimbursement request after travel completed)**
3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging (refer to the current travel rate guidelines chart)? If yes, complete the “**Request for Pre-Approval-Excessive Lodging tab of the Consolidated Travel Form.** (Approval of University Controller required in advance of travel. Original signed form must be attached to reimbursement request after travel completed.)
4. Are you Traveling Out of the Country? If yes, complete the out of country tab of the Consolidated Travel Form. **(Approval must be obtained from the Provost IN ADVANCE of your travel. Original signed form must be attached to reimbursement request after travel completed.)**
5. Do you need a Travel Advance? If yes, you must complete the “Request for a Travel Advance and Summary of Travel Expenses form” located on the Office of Finance Web Site.
6. Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance web site.

Actions required WHILE in overnight business travel status:

1. **Keep receipts and accurate records (refer to Accounts Payable, Part 1: Travel training materials for details).**

Actions required AFTER overnight business travel completed:

1. **Submit the Travel Expense Reimbursement Voucher (Travel Reimb tab of the Consolidated Travel Form) to your supervisor within 5 working days.**
2. **Did you do the following?**
 - a. **All Overnight Travel** - Did you attach the original “Travel Estimate/Excessive Lodging/Out of Country Approval Form” to your travel expense reimbursement voucher?
 - b. **International Travel** - Did you attach a copy of the international rates in effect for the time of travel? Be sure to use a current web browser to access this site – http://aoprals.state.gov/web920/per_diem.asp
 - c. **International Travel** - Did you submit your travel expense reimbursement voucher in U.S. Dollars and attach a copy of the currency conversion calculator you used?
 - d. **International Travel** – **Did you complete the appropriate section on the Travel Estimate tab? Obtain approval in advance?**
 - e. Did you receive a Travel Advance? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher.
 - f. Did you document Commuting Mileage on the completed travel expense reimbursement voucher?
 - g. Did you list each day’s expenses separately?
 - h. Is the individual approving your travel expense reimbursement voucher on the authorized signature list?
 - i. Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
 - j. Did you attach the required supporting receipts?
 - k. Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?

- l.** Did you sign and date your travel expense reimbursement voucher? In ink?

- m.** Did your supervisor (someone higher in the org structure) sign and date your travel expense reimbursement voucher? In ink?

Contacts and Additional Information:

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.

See Office of Finance Web Site for additional Departmental Travel Policies and Procedures.