

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Traveler's Checklist Procedure

Proc #: 6-702

A. Purpose

The purpose of this procedure is to discuss use of the Traveler's Checklist for Overnight Travel which can be used by travelers to ensure compliance with Commonwealth travel regulations. The Checklist is a supplement to the Travel Policies and Procedures contained on the Office of Finance web site.

B. Designated Staff and Responsible Departments

Individual travelers
Departmental Budget Unit Directors or others approving departmental travel
Travel Processors, Office of Finance
Travel Processing Supervisor, Office of Finance

C. Processing Cycle

When business travel is required

D. Required Resource Materials

Traveler's Checklist for Overnight Travel (Exhibit 1)
Other travel-related forms as required

E. Governing Policies and Procedures

CAPP Section 20335 – Travel Regulations
Travel Policies and Procedures (Office of Finance, Old Dominion University)

F. Cross Reference to Other Procedures

Travel Procedures for Old Dominion University (6-700 – 6-775 inclusive)

G. Other ODU Offices Impacted

H. Involvement External to ODU

N/A

I. Overview

Travelers are responsible for understanding and complying with *all* Commonwealth of Virginia and Old Dominion University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel

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reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constituted fraud. Travelers can use the Traveler's Checklist for Overnight Travel to supplement the policies and procedures contained on the Office of Finance web site at:

http://www.odu.edu/af/finance/facultystaff/policies_procedures.shtml

J. Description of Checklist

The checklist is a one-page document that can be used by travelers as a supplement to the complete travel policies and procedures. It contains:

- Actions and forms that need to be completed PRIOR to travel
- Actions required while in overnight business travel status
- Actions required after overnight business travel is completed

The checklist does not need to be submitted with the travel expense reimbursement voucher. The checklist can be found on the Office of Finance web site under Faculty/Staff forms:

http://www.odu.edu/af/finance/facultystaff/facultystaff_forms.shtml#travel

K. 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.

L. Contacts:

For questions regarding this policy and/or practice, contact the Accounts Payable Manager at 683-6977 or the Accounts Payable Travel Supervisor at 683-5020.