

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Outside the United States

Proc #: 6-714

A. PURPOSE

Travel outside the boundaries of the United States and its' territories requires PRIOR written approval of the appropriate Vice President and the Provost or President. The purpose of this is to provide needed guidance to University employees.

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

H. INVOLVEMENT EXTERNAL TO ODU

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 07/08/11

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

I. **PROCEDURE:**

1. In addition to all other policies set forth in ODU travel policies, the following *additional* policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.
2. **Advance Approval Required (Travel Estimate tab)**
If a traveler is required to leave the country on University business, the written approval of the appropriate vice president and the provost or the president must be obtained *prior* to the beginning of the trip. Please attach complete trip information when submitting a request to travel out of the country.
3. **Timing** - It is recommended that this approval be obtained at least 30 days in advance of travel.
4. **Three or more traveling to a single international destination** - To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single *international* travel destination must be approved *in advance* by the Governor's Cabinet Secretary. **These requests for approval should be submitted to the Office of Finance for routing to the appropriate office.** To obtain prior approval for international travel, the **ODU Travel Estimate/ Excessive Lodging/Out of Country Approval Form** (*Travel Estimate* tab of the Consolidated Travel Form) must be completed. The form must be completed in its entirety, signed by the traveler, the authorizing budget unit director, the appropriate vice president, and the provost or president.
5. Airline travel cannot exceed the rates charged for tourist/coach class fare except, with careful consideration of the reasonableness limitations specified in these regulations, the approving authority may grant permission for **business class** travel under the following circumstances:
 - a. When it does not cost more than the lowest available tourist/coach fare (**comparison must be attached to travel voucher**) or
 - b. For travel to Western Europe if the business meeting is conducted within three hours of landing, or
 - c. For transoceanic, intercontinental trips involving flight time of more than eight consecutive hours, or

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d. If the traveler pays the difference.

6. Reimbursement for first-class travel is prohibited.

7. Boarding passes are required for all air and rail reimbursements if procured via the Internet.

8. Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.

9. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. Rates for cities and countries outside the 48 contiguous states can be found at http://aoprals.state.gov/web920/per_diem.asp by choosing the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for Foreign areas. If a specific city is not listed, use the "Other" rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses.

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.