

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Terms and Definitions

Proc #: 6-701

A. PURPOSE

The purpose of this procedure is to provide a reference list regarding travel terms and definitions.

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
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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 03/20/09

REVISION DATE: 03/20/09

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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. **Agency Head or Designee.** An agency head is the officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution. A **designee** is any other person appropriately designated to act on behalf of the agency head. Such designation must be approved the by agency head in writing and retained on file within the agency. These listings should adhere to the record retention policy in order to provide adequate evidentiary support of appropriate approvals for audit/review purposes. All designee signatures on a reimbursement voucher must be identified as a "designee Signature."
2. **Base Point.** Place, office, or building where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.
3. **Commuting Distance.** Round-trip distance traveled routinely by the employee between his residence and his base point.
4. **Commuting Mileage.** Round-trip mileage traveled routinely *and directly* by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. An employee can have only one assigned base point. **Commuting mileage and other commuting costs incurred on normal workdays are considered personal expenses and are not reimbursable.**
5. **Commuting Status.** Period of time in which an employee is routinely traveling between his residence and his base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable
6. **Exempt Agency.** A State agency that does not fall under the Executive Branch of State government or whose enabling legislation establishes the organization as a separate political subdivision of the Commonwealth.
7. **International Travel.** International travel consists of all travel to areas outside the 48 contiguous United States. Please note that for determining

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reimbursement rates only, Alaska and Hawaii are considered international destinations, even though they are part of the United States.

8. **Non-State Employee.** Any individual who is not employed by the State, but who is conducting State business, including a member of any board or commission.
9. **Official Station.** The area within a 25-mile radius of an employee's designated base point.
10. **Sponsored Programs.** Programs funded by revenue derived from grants and contracts.
11. **State Employee.** Any elected, appointed, classified, or non-classified employee of the Commonwealth.
12. **Travel Expense Reimbursement Voucher.** Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation (including itemized, original hotel bills and receipts as required) provides support for reimbursement of travel expenses.
13. **Travel Routing** – Travel routing, whether by public transportation, privately owned vehicle, State-owned vehicle or for-hire conveyance, should be the most direct practicable route.
14. **Travel Status.** Travel outside an employee's official station.
15. **Trip.** Any period of continuous travel between when the traveler leaves his residence or base point and returns to his base point.

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.