

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Vouchers – Completing the Form

Proc #: 6-721

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**A. PURPOSE**

The purpose of this procedure is to provide guidelines for completing the Travel Expense Reimbursement Voucher. Supporting documentation is required for all expenditures.

**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

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APPROVED BY: William R. Fisher

EFFECTIVE DATE: 04/15/09

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REVISION DATE: 04/15/09

PAGE NO: 1

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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. **General User Information** must be completed on the Travel Expense Reimbursement Voucher. Some information will automatically populate on the Travel Expense Reimbursement Voucher if you have already completed the Travel Estimate portion of the Consolidated Travel Form – designated with an \*.
  - a. Personal Vehicle Use Statement (state employees only) – required when personal vehicle used
  - b. Name (cell J9)\*
  - c. Address (cell K11)
  - d. City (cell J13)
  - e. State (cell J14)
  - f. Zip Code (cell N14)
  - g. UIN (cell O15)\*
  - h. SSN – non-ODU travelers (cell AC15)
  - i. Contact Name (cell M16)\*
  - j. Contact Phone (cell M18)\*
  - k. Title (cell AL14)
2. To print the travel estimate or the travel reimbursement form, you must complete all of the required fields for that particular form. The "Required Cell Info" tab will provide you with the names of the required fields. Unless all required cell information is entered, you will NOT be able to print the form.
3. Exceptions to the practice of using the employee's home address must be discussed with the University Controller at 3-4134.
4. **Reimbursement Voucher** information must be completed –
  - a. Date, 1<sup>st</sup> row of voucher items (cell B23)
  - b. Location, 1<sup>st</sup> row of voucher items (cell G23)
  - c. Budget Code (cell H34)
  - d. Departure Time (cell I37)
  - e. Return Time (cell S37)

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---

- f. Departure Date (cell I38)
  - g. Return Date (cell S38)
5. **Certification of Traveler and Date (REQUIRED):** The traveler must sign his/her name *in ink* and indicate the date the voucher is given to the traveler's supervisor. **Failure to include the date could result in delays in processing your voucher. You must come to AP to provide the additional information/signature or to pick up for further review. By signing the travel reimbursement request, the traveler is certifying as to the accuracy of all information and the legitimacy of the travel.** (No signature stamps will be accepted.)
6. **Traveler's Supervisor and Date (REQUIRED):** The Traveler's supervisor must sign and date the voucher *in ink*. The supervisor must be on the authorization list to charge the budget. **Failure to include the date could result in delays in processing your voucher. You must come to AP to provide the additional information or to pick up for further review.** *The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper.* (No signature stamps will be accepted.)
7. The date must be provided by both the traveler and by the supervisor. This serves as verification that both have met the state's requirements for submission.
8. **Travel Data information** must be completed –
- a. **Date (column 1): Expenses are to be itemized on a daily basis -- not summarized for the duration of the trip.**
  - b. **Description (column 2):** Provide details of the travel activity. (Meal per diem, hotel, personal mileage, rental car, parking, tolls, etc.)
  - c. The name of toll facilities must be provided. Receipts are required if tolls are \$10 or more.
  - d. **Miles Traveled (column 3):** The miles traveled between each point must be stated on the travel voucher whenever a claim is made for reimbursement for mileage. All travel must be over the most direct practical route. Mileage claimed should be by actual odometer readings, not by estimation.
  - e. **Mileage Rate (select the rate – refer to *Mileage Reimbursement Rates*)**

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---

- f. **Mileage or Fares (column 4):** Automatically calculates mileage reimbursement amount based on miles traveled and reimbursement rate selected.
- g. **Auto Expense (column 5) - receipts required:**  
Expenses for commercial car rentals  
All expenses for gas, oil, and maintenance  
These expenses must be itemized under "Description" (column 2) and justified in an attachment to the travel voucher.
- h. **Meals (column 6):** All M&IE per diem charges and reimbursable meal/tip expenses for non-overnight travel must appear in this column. The amount for each day should be shown as one entry.
- i. **Using Per Diem** – select the appropriate per diem (full or 75%) for the location of travel - you can see the Lodging and Meal per diem rates for both in-state and out-of-state locations on the *Per Diem M & L Rates* tab in the Consolidated Travel Form (for cities not listed, use the standard rate)
- j. Some departments may choose to reimburse employees for actual expenditures (*up to* the M&IE per diem amount) rather than the M&IE per diem. Receipts are required in those instances. Please indicate whether you are claiming the M&IE per diem on the travel voucher. If the traveler is using actual cost for meal expenses, indicate the number of meals in column 2 (description) and whether breakfast, lunch, or dinner.
- k. Travelers may NOT claim an amount greater than the M&IE per diem even with supporting receipts.
- l. **Business Meals/Overtime Meals** – enter the dollar amount for the meals claimed – in column 2, indicate business-related meal or overtime meal and whether breakfast, lunch, or dinner.
- m. The number of meals is not required where the M&IE is claimed. However, if a meal expenditure (defined as the amount claimed on the travel voucher) of \$75 or more is incurred, it must be listed on a separate line on the travel voucher and **a receipt is required**. If official business meals are claimed for persons other than the traveler, the names and reason must be given, and the **Business Related Meal Expense Statement** must be completed and attached.

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Proc #: 6-721

---

- n. **Lodging (column 7): *The original receipt is required.*** Report all expenditures for lodging, including Pullman berth or seat, in this column. List each day's charges separately. You can see the Lodging and Meal per Diem rates for both in-state and out-of-state locations on the *Per Diem M & L Rates* tab in the Consolidated Travel Form (for cities not listed, use the standard rate). If lodging exceeds the allowable rate, be sure to complete the **Lodging Exception Request**.
  - o. If travel was to a foreign destination, you must attach printouts of the appropriate per diem/lodging rates in effect for the time of travel. If you made payment via the Internet, you must provide the hardcopy final (payment) page from the Internet showing the total cost and confirmed services.
  - p. **Other (column 8):** All reimbursable expense items not covered in the preceding columns must be listed here. A description of each item must be given in the description column. Examples include business telephone calls, airfare, parking, tolls, etc. Provide receipts and justification, as required.
  - q. **Amount and Totals:** Calculates automatically.
  - r. Remember to submit your travel reimbursement vouchers in U.S. dollars/English – please print the page from whatever currency conversion calculator that you do use and attach to your travel reimbursement voucher. An easy-to-use site for currency conversion is: <http://www.xe.com/ucc/>
9. **Budget and Sub Account (REQUIRED CELL)**  
In the space provided, indicate the budget code and sub-account to charge for the travel. If more than one budget code is to be charged, the amount to be charged against each budget/sub-account must be provided.
10. **Split-coding between Commonwealth and other ledgers** - If the travel is to be split-coded between a Commonwealth budget and a Local budget, ***you must submit a separate voucher for Commonwealth and one for Local. The vouchers should be submitted for payment at the same time.***
11. **Total Sheet 2:** If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler's name on the continuation sheet.

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12. **Total Sheet 3:** If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler's name on the continuation sheet.
13. If you need more than two continuation sheets, you will need to complete another Travel Expense Reimbursement Voucher. Submit both vouchers at the same time.
14. **Grand Total:** Calculated automatically, this is the total of all expenditures, including the continuation sheet.
15. **Amount Advanced:** *Any advances related to this travel **must** be listed here.*
16. **Payment/(Due to Agency):** Calculated automatically, this figure is the total amount due to the employee and should be the grand total of all expenses listed on the voucher.

**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.