

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Vouchers – General Requirements

Proc #: 6-720

A. PURPOSE

The purpose of this procedure is to provide the requirements for Travel Expense Reimbursement Vouchers as approved by the Commonwealth of Virginia and Old Dominion University. 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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 04/15/09

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. All claims from an individual for reimbursement of travel expenses incurred on official business of the Commonwealth must be made on the **Travel Expense Reimbursement Voucher**, *Travel Reimb* tab of the Consolidated Travel Form (see sample forms in the appendix). All data required on this form must be complete. **Incomplete forms will be held until the traveler can come over to provide the missing or incorrect data or to pick them up for further review.**
2. Travelers must use the Travel Expense Reimbursement Voucher contained in the Consolidated Travel Form (Excel spreadsheet). Please be sure to use the latest version of the form located on the Office of Finance web site, www.odu.edu/finance under Faculty/Staff forms.
3. The traveler's supervisor or an individual higher in the organizational structure than the traveler must approve the completed voucher. **(The signer must be on the authorized signature list to charge the budget.)**
4. If the traveler is requesting reimbursement for other than his/her own expenses, the name and identification of each additional person (with sufficient justification for payment) must be noted.
5. Exceptions that allow for expenditures in addition to these regulations must be referenced on a typewritten attachment to the travel voucher. The code section, executive order, directive, memorandum, or other official authorization must be included in the attachment.
6. Travel expenses for individuals (spouses, friends, etc.) or employees not on official business for the Commonwealth are not considered valid State expenditures.
7. Responsibility for the legitimacy and presentation of supporting documentation (i.e., receipts and special authorization forms) rests with the traveler.
8. Responsibility for verifying the legality, legibility, and completeness of the voucher rests with the authorizing department.

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9. The traveler and budget unit director are responsible for securing **all** required advance approvals (i.e., the specific sections of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form) and attaching the appropriately completed forms to the Travel Expense Reimbursement Voucher.
10. The Department of Accounts performs a yearly audit of all charges.
11. All miscellaneous items must be within these travel guidelines or justification must be noted on the travel voucher.
12. If travel reimbursements are not claimed within prescribed schedules, the State Comptroller's Office may require an explanation of the delay.
13. **All outstanding travel accounts should be settled in full at the close of each fiscal year. Please adhere to the published FY closing calendar deadlines.**
14. For additional information on completing and submitting the Travel Expense Reimbursement Voucher refer to separate guidelines 6-nnn and 6-nnn.

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.