

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Vouchers – Submitting the Form

Proc #: 6-722

A. PURPOSE

The purpose of this guideline is to explain the submission process for 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

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 04/15/09

REVISION DATE: 04/15/09

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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. The entire voucher (with ***original signatures and dates***) together with appropriate receipts and supporting documentation should be submitted to the Accounts Payable Department.
2. All required approval documentation should be attached:
 - a. ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (with appropriate sections completed)
 - b. Hard-copy confirmations of expenses if online methods were used to procure services
 - c. Printout of appropriate the per diem rate table for international destinations
 - d. Currency conversion information for international travel
 - e. All international travel - receipts converted to English and U.S. Dollars
 - f. All required receipts (business meals, car rentals, etc.)
 - g. Business Related Meal Expense Form, if required
 - h. Copy of travel advance form, if applicable
 - i. All miscellaneous items must be within University travel guidelines, or justification must be noted on the travel voucher.
 - j. Receipts for public transportation, hotel, and registration fees must show a zero balance and indicate method of payment. If paid with a credit card, provide the type of credit card (Visa, MasterCard, etc.) and the last 4 digits of the credit card.
3. The following “required” information must be completed – the list is not all inclusive:
 - a. Social Security Number - non-University employees (IRS requirement)
 - b. UIN - University employees
 - c. All authorization approvals and exception approvals (which must be *approved* in advance of travel – if original kept in AP, send copy and note that AP has original)
 - d. Reason for travel
 - e. Hard-copy confirmations (*payment page*) of expenses if online methods were used to procure services (i.e., hotel, airline tickets)
 - f. Reason for business phone calls or facsimiles
 - g. Printout of appropriate per diem rate table for international destinations

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- h. Itemized, zero-balance receipt for lodging (show payment method and if paid by credit card, the last 4 digits of credit card #)
 - i. Receipt for each meal expenditure of \$75 or more (IRS requirement)
 - j. Receipt for registration fees (show payment method and last 4 digits of credit card #)
 - k. Receipt required for public transportation (i.e., air, rail, etc – show payment method and last 4 digits of credit card #)
 - l. Work hours and overtime hours for overtime meals
 - m. Approval for use of private or chartered airlines
 - n. Approval for use of State-owned aircraft
 - o. Out of Country Travel – submitted in U.S. Dollars (Include a copy of currency conversion used, convert all receipts to U.S. dollars and English.)
 - p. Documentation about cost for single room plus cost for additional persons staying in the hotel room
4. The voucher should be presented by the employee to the supervisor for approval within five (5) working days after completion of the trip where overnight travel is involved or (in the case of continuous travel) within five (5) working days of the last day of travel for which reimbursement is requested. The voucher should be signed **and dated** by the employee.
5. For all travel vouchers, the traveler's supervisor must approve (**by signing and dating**) the voucher and submit the voucher to the Accounts Payable Department for processing within three (3) working days of receipt from the employee.. The individual approving for payment must be on the authorized signature list (or the Budget Unit Director) for the budget charged. If the traveler is the Budget Unit Director, the supervisor of the Budget Unit Director must approve and this will satisfy the approval requirement. In the case of a non-state employee, the Agency Head must approve (**by signing and dating**) the voucher and submit the voucher within three (3) working days of receipt from the non-state employee.
6. **By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he agrees that the travel was necessary and the requested reimbursements are proper.**
7. **Submitting a false claim for reimbursement constitutes fraud.**
8. If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is five (5) to seven (7) working days from receipt of a complete and accurate voucher. Vouchers processed by Tuesday should be deposited Thursday/Friday **as long as the voucher is submitted correctly.**

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9. Travelers who submit incomplete and/or inaccurate forms to Travel Processing will be sent an e-mail (copy to the contact name on the travel voucher) indicating the corrections needed or listing the additional items needed before the travel voucher can be processed. For example, itemized receipts, receipt showing method of payment/zero-balance receipt (if credit card, last 4 digits of card must be on receipt), travel estimate form, business related meal form, original signatures, boarding passes, etc. **Accounts Payable will not send submitted paperwork back through campus mail.** The original forms may be picked up in Rollins Hall if necessary.
10. All travel/petty cash reimbursements are electronically deposited into the employee's checking or savings account. Employees who provided an ODU e-mail address on the *ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form* will be notified via e-mail when the funds have been deposited into their account.
11. Travelers should complete the direct deposit enrollment form as soon as possible and no later than when submitting the first travel or petty cash reimbursement voucher to Accounts Payable. If a traveler's banking information changes – a "change" must be submitted to Accounts Payable so that reimbursements are deposited into the proper account. Forms should be sent to the Accounts Payable Audit Supervisor and they can be found on the Office of Finance website at the following location:

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/pettycash_travel_dd.doc

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.