

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**1052 - ESTIMATED COST OF PROPOSED TRAVEL**

Statement: All University employees planning university-related overnight travel are required to prepare an “Estimated Cost of Proposed Travel” form outlining the source of funds and detailing trip expenditures. The Estimated Cost of Proposed Travel form must be approved in advance of all **overnight** travel. Budget Unit Directors are designated to review and approve/disapprove these requests. The term “total cost” means all costs associated with transportation, lodging, meals, associated gratuities, conference registration, and training or course fees. The approved Estimated Cost of Proposed Travel form must be submitted with the Travel Expense Reimbursement Voucher.

Forms may be obtained from the Office of Finance by contacting Kathie Parker at 3-3267 or [KParker@odu.edu](mailto:KParker@odu.edu).

**Responsibility:** Budget Unit Directors

**Authorization:** Roseann Runte, President

**Date:** August 22, 2003