Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. This checklist is intended to serve as a supplement to the full travel policies, procedures and regulations which are available on the Office of Finance web site. Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures. Failure to follow the travel guidelines could result in a reduced reimbursement or delayed processing of your reimbursement request. Travelers are also reminded that submitting a false claim for reimbursement constitutes fraud. Do you need more information regarding travel? Please refer to the travel policies and procedures.

**Actions and Forms that need to be completed PRIOR to overnight travel:**

1. **Paper Process**
   - Have you completed the AP Direct Deposit Form? Required for reimbursement.

2. **Paper Process**
   - Have you completed the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form tab of the Consolidated Travel Form if you are a student and you do not have a Chrome River account? All employees must submit a Pre-Approval Request in Chrome River. Required for all international travel.

3. **Paper Process**
   - Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging? Refer to the U.S. General Services Administration (GSA) CONUS or OCONUS rates available on the Office of Finance website. If yes, complete the Request for Pre-Approval-Excessive Lodging tab of the Consolidated Travel Form OR include justification in the Comments section when submitting the Expense Report. In Chrome River, the Lodging Exception Request or the Expense Report will automatically be routed to the BUD or Assistant Vice President for Finance/University Controller for approval of excess lodging after the trip is completed.

4. **Paper Process**
   - Are you Traveling Out of the Country? If yes, students who do not have a Chrome River account must complete the out of country tab of the Consolidated Travel Form. All employees must submit the Pre-Approval Request in Chrome River. Approval must be obtained from the Provost IN ADVANCE of your travel. The Pre-Approval Request submitted in Chrome River will automatically be routed to the Provost. Please attach complete trip information when submitting a request to travel out of the country.

5. **Paper Process**
   - Do you need a Travel Advance? If yes, students who do not have Chrome River accounts must complete the “Request for a Travel Advance and Summary of Travel Expenses form” located on the Office of Finance Web Site. All employees must submit the Travel Advance request in Chrome River.

6. **Paper Process**
   - Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance web site.

**Actions required WHILE in overnight business travel status:**

1. **Paper Process**
   - Keep receipts and accurate records (refer to Travel Policies and Procedures on the Office of Finance web site for details).

**Actions required AFTER overnight business travel completed**

1. **Paper Process**
   - Submit the Travel Expense Reimbursement Voucher (Travel Reimb tab of the Consolidated Travel Form) or Expense Report in Chrome River to your supervisor within sixty (60) calendar days. If you obtained a travel advance, you must submit your Travel Expense Reimbursement Voucher or Expense Report in Chrome River within fourteen (14) calendar days of completion of the trip for which an advance was obtained.

2. **Paper Process**
   - Did you do the following?
     
     a. **All International Travel** – Did you obtain approval in advance? Did you complete the appropriate section on the Travel Estimate tab? Required for students who do not have Chrome River accounts. All employees must submit the Pre-Approval Request in Chrome River.
     
     b. **All International Travel** – Did you attach the original “Travel Estimate/Excessive Lodging/Out of Country Approval Form” to your paper travel expense reimbursement voucher or Pre-Approval Request to the Expense Report in Chrome River, if the trip involved international travel?
     
     c. **All International Travel** – Did you attach a copy of the international rates in effect for the time of travel? Be sure to use a current web browser to access this site – http://apps.state.gov/web920/per_diem.asp - required for students who do not have Chrome River accounts. Allowable rates automatically populated in Chrome River.
     
     d. **All International Travel** – Did you submit your travel expense reimbursement voucher in U.S. Dollars and attach a copy of the currency conversion calculator you used? Required for students who do not have Chrome River accounts. Foreign currency amounts are automatically converted in Chrome River.
     
     e. Did you receive a Travel Advance? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher. Required for students who do not have Chrome River accounts. All employees must submit an Expense Report in Chrome River to record all travel expenses incurred for the trip, including the expenses that were covered by the travel advance.
     
     f. Did you document Commuting Mileage on the completed travel expense reimbursement voucher or Expense Report?
     
     g. Did you list each day’s expenses separately?
     
     h. **Paper Process** – Is the individual approving your travel expense reimbursement voucher on the authorized signature list?
     
     i. **Paper Process** – Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
     
     j. Did you attach the required supporting receipts?
     
     k. Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?
     
     l. Are you seeking reimbursement for any items that could be procured with the PCard? If yes, record the payment method and last 4 digits of credit card number on the receipt or in the Comments section on the Expense Report, if applicable.
     
     m. **Paper Process** – Did you sign and date your travel expense reimbursement voucher? In ink?
     
     n. **Paper Process** – Did your supervisor sign and date your travel expense reimbursement voucher? In ink?