

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](#) website. 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, or you may contact your Travel Team Processor.**

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

1. Have you provided accurate Direct Deposit information in the system via [Banner Self Service](#)? **Required for reimbursement.**
2. 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 but require a travel advance?** All employees traveling internationally must submit the required **Pre-Approval Request in Chrome River.**\*\*
3. 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. 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. 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 website. All employees must submit the Travel Advance request in Chrome River.
6. Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance website.

**\*\* PAPER PROCESS (for students without a Chrome River Account ONLY if an advance is required!) - The original signed form must be attached to the reimbursement request after travel is completed. \*\***

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

1. Keep receipts and accurate records (refer to Travel Policies and Procedures on the Office of Finance website for details).

**Actions required AFTER overnight business travel completed**

1. Submit the Expense Report in Chrome River (or for students without a Chrome River Account, the *Travel Expense Reimbursement Voucher on the Travel Reimb tab of the Consolidated Travel Form*) 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. Did you do the following?
  - a. **All International Travel** – Did you obtain approval *in advance*? Did you complete and submit the Pre-Approval Request in Chrome River – Required for ALL employees. *Did you complete the appropriate section on the Travel Estimate tab? Required for students who do not have Chrome River accounts.*
  - b. **All International Travel** - Did you attach the original Pre-Approval Request to the Expense Report in Chrome River, if the trip involved international travel? *OR if you are a student without a Chrome River Account, the "Travel Estimate/Excessive Lodging/Out of Country Approval Form" to your paper travel expense reimbursement voucher?*
  - 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://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) - *required for students who do not have Chrome River accounts. FOR EMPLOYEES - 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. FOR EMPLOYEES - 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. Did you attach the required **ORIGINAL** supporting receipts?
  - i. Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?
  - j. 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.
  - k. **STUDENTS completing the Paper Process** - Is the individual approving your travel expense reimbursement voucher on the authorized signature list? Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
  - l. **STUDENTS completing the Paper Process** - Did you sign and date your travel expense reimbursement voucher in ink?
  - m. **STUDENTS completing the Paper Process** - Did your supervisor sign and date your travel expense reimbursement voucher in ink?