ACCOUNTS PAYABLE, PART 1:
TRAVEL TRAINING

Presented by:

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Part of the Certificate in University Financial Management
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OVERVIEW:

The purpose of this training is to provide the guidelines that must be followed by individuals when traveling on official Old Dominion University business. These guidelines should be made available to every University traveler since the Commonwealth of Virginia will reimburse only reasonable and necessary expenses incurred for official University business. Individuals are expected to exercise prudent judgment when making travel arrangements and expending University funds. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence, and necessity are of primary concern. **The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.**

Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

Old Dominion University is required to communicate State travel policies, regulations and procedures to all employees who travel on State business. Additionally, agencies must ensure that all travel expenses conform to the State travel regulations.

**IMPORTANT REMINDER:** It is Old Dominion University’s policy to adhere to Commonwealth of Virginia CAPP Manual Policies without regard to the Ledger being charged. These training materials comply with all CAPP Manual Policies and apply to ALL transactions without regard to whether they are charged to Ledger 1, Ledger 6, etc. Exceptions to the University’s published guidelines must be requested, and approved, IN ADVANCE, by the Director of Finance and Accounting Operations or designee.

INDIVIDUAL TRAVELER’S RESPONSIBILITIES

Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud. Travelers can use the Traveler’s Checklist for Overnight Travel to supplement the policies and procedures contained on the Office of Finance web site.

APPROVAL OF TRAVEL-RELATED DOCUMENTS

Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.
TRAVELER’S CHECKLIST FOR OVERNIGHT TRAVEL (Ensuring Compliance with Commonwealth Travel Regulations) – 03/29/2013

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. Have you completed the “AP Travel Petty Cash Reimbursement Direct Deposit Enrollment Form?” Required for reimbursement.
2. Have you completed the “ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form” tab of the Consolidated Travel Form or the Travel Authorization (TA) in TEM? Required for all overnight travel. **
3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rate allowed for lodging (refer to the current travel rate guidelines chart)? If yes, complete the “Request for Pre-Authorization/Excessive Lodging tab of the Consolidated Travel Form or the TA in TEM. Approval of Director of Finance and Accounting Operations required in advance of travel. **
4. Are you Traveling Out of the Country? If yes, complete the out of country tab of the Consolidated Travel Form. Approval must be obtained from the Provost IN ADVANCE of your travel. Please attach complete trip information when submitting a request to travel out of the country. **

** Original signed form must be attached to reimbursement request after travel completed.
5. Do you need a Travel Advance? If yes, you must complete the “Request for a Travel Advance and Summary of Travel Expenses form” located on the Office of Finance Web Site.
6. 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. 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. Submit the Travel Expense Reimbursement Voucher (Travel Reimb tab of the Consolidated Travel Form) or Travel Expense Report (IR) in TEM to your supervisor within 30 calendar days.
2. Did you do the following?
   a. **All Overnight Travel** - Did you attach the original “Travel Estimate/Excessive Lodging/Out of Country Approval Form” to your travel expense reimbursement voucher or the TA in TEM?
   b. **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://www.nl.state.gov/web20/per_diem.asp
   c. **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?
   d. **International Travel** – Did you complete the appropriate section on the Travel Estimate tab? Obtain approval in advance?
   e. Did you receive a Travel Advance? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher.
   f. Did you document Commuting Mileage on the completed travel expense reimbursement voucher?
   g. Did you list each day’s expenses separately?
   h. Is the individual approving your travel expense reimbursement voucher on the authorized signature list?
   i. 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, provide payment method and last 4 digits of credit card number, if applicable.
   m. Did you sign and date your travel expense reimbursement voucher? In ink?
   n. Did your supervisor sign and date your travel expense reimbursement voucher? In ink?
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

OBJECTIVES:

From this training session you will learn about:

- Electronic reimbursement (required for all travel)
- Travel Teams
- When advance approval is required (and the forms needed)
- How to obtain approval for lodging amounts in excess of approved guidelines *(required before travel occurs)*
- How to obtain approval for out-of-country travel *(required before travel occurs)*
- Who may apply for a Corporate Travel Charge Card
- How to use the Corporate Travel Card (including limitations and exclusions)
- How to request travel advances (including completion of forms)
- When to use your personal vehicle/what the reimbursement rate will be
- Meal and lodging per diem guidelines (translating the rate tables)
- What form to use for business meals
- Travel sub-object codes
- How to complete and submit a travel reimbursement voucher
- Brief Information about Travel & Expense Automation
- Common reasons travel vouchers are returned/reduced
- After submission, what happens?
- Who to contact with questions
TRAVEL PROCESSING TEAMS
Each University department is assigned a specific travel processor to allow for better communications between Accounts Payable and departments as well as a more thorough understanding of the unique business operations of each unit.

<table>
<thead>
<tr>
<th>BIG BLUE TEAM – Claudia James</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Skills Development</td>
</tr>
<tr>
<td>Computer Services</td>
</tr>
<tr>
<td>Facilities Management</td>
</tr>
<tr>
<td>Public Safety</td>
</tr>
<tr>
<td>University College</td>
</tr>
<tr>
<td>VP Admin &amp; Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONARCH TEAM – Cecilia Turnbull</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
</tr>
<tr>
<td>Institutional Advancement</td>
</tr>
<tr>
<td>Vice Provost Distance Learning</td>
</tr>
<tr>
<td>Library</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>LION TEAM – Jay Hunemuller</th>
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<tbody>
<tr>
<td>College of Arts &amp; Letters</td>
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<tr>
<td>College of Sciences</td>
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</tbody>
</table>
DEFINITIONS

Agency Head or Designee. An agency head is the officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution. A designee is any other person appropriate designated to act on behalf of the agency head. Such designation must be approved the by agency head in writing and retained on file within the agency. All designee signatures on a reimbursement voucher must be identified as a “designee Signature.” Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.

Base Point. Place, office, or building where the traveler performs his/her duties on a routine basis.

Commuting Distance. Round-trip distance traveled routinely by the employee between his residence and his base point.

Commuting Mileage. Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled work day is considered commuting mileage. An employee can have only one assigned base point. Commuting mileage and other commuting costs incurred on normal workdays are considered personal expenses and are not reimbursable.

Commuting Status. Period of time in which an employee is routinely traveling between his residence and his base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable.

Exempt Agency. A State agency that does not fall under the Executive Branch of State government or whose enabling legislation establishes the organization as a separate political subdivision of the Commonwealth.

International Travel. International travel consists of all travel to areas outside the 48 contiguous United States. Please note that Alaska and Hawaii are considered international destinations, even though they are part of the United States.

Non-State Employee. Any individual who is not employed by the State, but who is conducting State business, including a member of any board or commission.

Official Station. The area within a 25-mile radius of an employee’s designated base point.

Sponsored Programs. Programs funded by revenue derived from grants and contracts.

Travel Estimate/Travel Authorization (TA) – Required in advance for overnight travel.
Travel Expense Reimbursement Voucher (TERV) OR Travel Reimbursement (TR). Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation (including itemized, original hotel bills and receipts as required) provides support for reimbursement of travel expenses.

**Travel Routing** – Travel routing, whether by public transportation, privately-owned vehicle, State-owned vehicle or for-hire conveyance, shall be the most direct practicable route.

**Travel Status.** Travel outside an employee’s official station.

**Trip.** Any period of continuous travel between when the traveler leaves his residence or base point and returns to his base point.
ELECTRONIC TRAVEL REIMBURSEMENTS

The Appropriations Act requires that employees who submit travel vouchers be reimbursed electronically. This mandate is an integral part of the statewide effort to reduce administrative costs. To ensure full compliance with this law, all employees must sign up for direct deposit of travel reimbursements.

Old Dominion University can no longer issue travel reimbursements to ODU employees via check.

All travel reimbursements for ODU employees will be issued through direct deposit.

Students, visitors and non-employees receive check reimbursements.

IF YOU PLAN TO TRAVEL

- Complete an ODU Accounts Payable Travel Reimbursement Direct Deposit Enrollment Form (sample form next page) if you have not already done so
- Submit the form (along with a voided check with your bank’s imprinted account number) to Linda Wallace in Accounts Payable
- The form is available from the Office of Finance web site under Faculty/Staff Forms.

No ODU Accounts Payable Travel Reimbursement Direct Deposit Enrollment Form on File?

Travelers (ODU employees) who submit a request for travel reimbursement but do not have an ODU Accounts Payable Travel Reimbursement Direct Deposit Enrollment Form on file will be contacted via e-mail by Accounts Payable. If no form is submitted, the travel processor will follow up by e-mail.

Once the ODU Accounts Payable Travel Reimbursement Direct Deposit Enrollment Form is received, the travel reimbursement will be processed.

Banking Information Change?

If your banking information changes, please submit another form with the new account information so travel reimbursements can be deposited to your correct bank account.

Payment Processing

If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is seven (7) to ten (10) working days from receipt of a complete and accurate voucher. Vouchers processed by the travel processor by Tuesday should be deposited by Friday (if processed after Tuesday, the funds will be deposited on Thursday of the next week) as long as the voucher is submitted correctly.

Employees who provide an active Old Dominion University e-mail address on the AP Direct Deposit form will be notified when a reimbursement is deposited.
OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE
TRAVEL/PETTY CASH REIMBURSEMENT
DIRECT DEPOSIT ENROLLMENT FORM

[ ] Please have my travel/petty cash reimbursements directly deposited to my account at the financial institution shown below. I agree to notify the Employee Travel/Petty Cash Coordinator immediately of any changes to the information so that payments to me are not disrupted.

1. ENTER EMPLOYEES INFORMATION (Please type or print clearly)

   UIN (University Identification #) | NAME (LAST, FIRST, MIDDLE) | TELEPHONE NUMBER

   _______________________________ | ____________________ | __________________

   ODU e-mail address for deposit notifications: __________________@odu.edu

   Only employees who provide an active Old Dominion University e-mail address on this form (i.e., name@odu.edu) will be notified via e-mail when a reimbursement is deposited.

2. ENTER BANKING INFORMATION (Please complete fully)

   BANK NAME | BRANCH ADDRESS

   ______________________________ | ______________________________

   [ ] ESTABLISH | [ ] CHECKING
   [ ] CHANGE | [ ] SAVINGS

   Please staple a voided blank check with the bank’s imprinted account number. (Required)

   I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

   EMPLOYEE’S SIGNATURE ___________________________ DATE: ______________

   Send completed form to Linda Wallace in Accounts Payable Audit (lwallace@odu.edu)

   FOR OFFICE USE ONLY

   Accounts Payable Audit [ ]

   Function: ADD____ DELETE____ CHANGE____

   Keyed by___________ Date___________ Reviewed by___________ Date___________

   General Accounting [ ]

   Function: ADD____ DELETE____ CHANGE____

   Keyed by___________ Date___________ Reviewed by___________ Date___________

   Revised 02/19/2008
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

TRAVEL PLANNING

CONSOLIDATED TRAVEL FORM

All travelers must use the latest version of the Consolidated Travel Form (ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form) available on the Office of Finance website under Faculty/Staff Forms. Authorized employees use the automated TEM system to complete the TA/TR.

When rates change, the hard copy form and TEM are revised with the updated information.

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/consolidatedtravelform.xls

The Consolidated Travel Form includes the following information in one Excel spreadsheet and links the information.

NOTE: You cannot print a blank form (when macros are enabled).

Welcome Tab - explains important details about the form

Travel Estimate Tabs - ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form - This form must be completed in advance of any OVERNIGHT travel. The section for excessive lodging must be completed only if lodging costs exceed the published guidelines. Out of Country travel approval is required for all travel outside the United States (full details of international travel must be attached). Certain information on this form links to the Travel Expense Reimbursement Voucher if macros are enabled.

Travel Reimb Tab - Travel Expense Reimbursement Voucher - This form is used to request reimbursement for expenses incurred as a result of University travel and must be submitted within 30 calendar days upon return.

Travel Reimb Cont Sheet Tab (2 continuation sheets available) – these tabs are used when expenses won’t fit on the Travel Expense Reimbursement Voucher.

Per Diem M & L Rates tab - provides current meal per diems and lodging rates

Required cell info - error messages (defines required fields)

It is very important that the macros in the spreadsheet be enabled to ensure the form will function as it should. If you have difficulty accessing the form, please be sure your Excel security level is set to "medium" before opening it.
If you are using an old version of Excel (screenshot below shows an old version of the Consolidated Travel Form – be sure to use the most current form – available on the Office of Finance web site).

For the form to function properly, you MUST

- Set your security level in Excel to “medium” – see error message in the screen shot below. If your security level is set too high, this is the error message you’ll see.

- Each time you open the file, select “enable macros”

- Complete all required cells or the form will not print – refer to the Required Cells tab for specific information
CONSOLIDATED TRAVEL FORM – older version of Excel

*Each time* you access the excel file, you will be shown a security warning – you must click “Enable Macros” for the file to work properly. Also be sure that the security levels in both your browser and in excel are set to *medium.* – older version of Excel screenshot.
NEWER VERSION OF EXCEL – the screenshot shows macros disabled. You must enable the content for the macros in the form to work. The Consolidated Travel form itself contains these instructions for enabling macros on the Welcome tab.

It is very important that the macros in this spreadsheet be enabled. To ensure that this happens, please do 1 of the following 4 things:
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

The file is divided into different sheets (tabs) that appear across the bottom of your screen – each sheet shows the revision date in the upper right hand corner. Use the most recent file – available on the Office of Finance web site under Faculty/Staff forms.

If you cannot see the sheet tabs, be sure that the file itself is maximized.
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

FILE Maximized.
Can see sheet tabs.

It is very important that the macros in this spreadsheet be enabled. To ensure that this happens, please do 1 of the following 4 things:

1) If a pop up box appeared when the file was opened, please select the “Enable macros” option. If this option is not available, do the following:
   a. Select the Office Button
   b. Select “Open With”
   c. Select “Open with Excel”
   d. Select “Enable Macros”
   e. Select “Save

2) If you are using the 1997-2003 version of Excel, use the instructions in 1.3 below.
**ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form**

Use this form to 1) provide an estimate of travel expenses and 2) request approval for all overnight travel, involving employees, students, visitors, and other business associates. It must be submitted to the Department Head for approval 1) Prior to incurring overnight travel expenses 2) When the lodging exceeds the allowable rate for the area traveled or 3) When travel will be out of the country. After approval is granted, a copy of this form must be attached to the travel expense reimbursement, including registration and hotel payments, and attached to the PCard log maintained by the department, when applicable.

<table>
<thead>
<tr>
<th>PURPOSE OF TRIP</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Conference</td>
<td></td>
</tr>
<tr>
<td>□ Athletics</td>
<td></td>
</tr>
<tr>
<td>□ Recruitment</td>
<td></td>
</tr>
<tr>
<td>□ Presentation</td>
<td></td>
</tr>
<tr>
<td>□ Investigations</td>
<td></td>
</tr>
<tr>
<td>□ Field Work</td>
<td></td>
</tr>
<tr>
<td>□ Education</td>
<td></td>
</tr>
<tr>
<td>□ Other (Explain)</td>
<td></td>
</tr>
</tbody>
</table>

**"IF MORE THAN 3 EMPLOYEES REQUEST APPROVAL TO TRAVEL TO THE SAME LOCATION/EVENT, A STATEMENT DOCUMENTING THE BUSINESS NECESSITY MUST BE KEPT IN THE DEPARTMENTAL FILES."**

<table>
<thead>
<tr>
<th>Estimated cost for:</th>
<th>Funding Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation:</td>
<td>Out of Country ONLY</td>
</tr>
<tr>
<td>Lodging:</td>
<td></td>
</tr>
<tr>
<td>Meals:</td>
<td></td>
</tr>
<tr>
<td>Conf/Convention Registration Fees:</td>
<td></td>
</tr>
<tr>
<td>Training or Course Fees:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total Estimated cost:</td>
<td></td>
</tr>
</tbody>
</table>

**LODGING EXCEPTION REQUEST (Required when lodging exceeds ALLOWABLE rate.)**

Approval by the Director of Finance and Accounting Operations prior to the trip is required.

<table>
<thead>
<tr>
<th>Hotel Name:</th>
<th>City and State of Hotel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Hotel Rate:</td>
<td></td>
</tr>
<tr>
<td>Allowable Guideline Amount:</td>
<td></td>
</tr>
<tr>
<td>Maximum Excess (50% of above):</td>
<td></td>
</tr>
<tr>
<td>Total (including excess allowed) Less Tax:</td>
<td></td>
</tr>
<tr>
<td>Tax Rate %</td>
<td></td>
</tr>
<tr>
<td>Tax Amt:</td>
<td></td>
</tr>
<tr>
<td>Total including Tax:</td>
<td></td>
</tr>
</tbody>
</table>

**JUSTIFICATION** for excessive lodging rate:

- Conference Hotel over maximum travel guidelines (staying at another hotel would require car rental)
- No other hotel rooms available within reasonable distance from where business is being conducted for the Commonwealth.
- Conference hotel booked -- new hotel recommended.
- Other (please explain)

**Agency Designee Signature (Director of Finance & Accounting Operations):**

<table>
<thead>
<tr>
<th>TRAVELER:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT. HEAD OR DESIGNEE:</td>
<td>Date:</td>
</tr>
<tr>
<td>PROVOST/Academic Affairs</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Provost/ VP Academic Affairs must approve out of country travel – in advance of travel – include details of international travel.**

**PLEASE ATTACH COMPLETE TRIP INFORMATION WHEN SUBMITTING A REQUEST TO TRAVEL OUT OF THE COUNTRY.**
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

TRAVEL ESTIMATE (Travel Estimate tab of the Consolidated Travel Form)

University Employees

Employees must prepare an estimate of the total cost of any proposed overnight travel and obtain approval prior to overnight travel. Complete the Travel Estimate tab of the Consolidated Travel Form or complete a TA in the automated TEM system.

Deans and directors reporting directly to a vice president are authorized to approve the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.

Visitors and Other Non-ODU Employees

Direct Billed to ODU using DO – For interview candidates, athletic recruits, guest lecturers, and other non-employees, lodging expenditures can be direct billed to ODU using a DO. The Travel Estimate is not required to be attached to the DO, BUT the DO must clearly state that the lodging is for a non-ODU employee if the form is not provided. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).

Reimbursed via Travel Reimbursement Voucher – For interview candidates, athletic recruits, guest lecturers and other non-ODU employees lodging expenditures not direct billed and any other travel expense that is to be reimbursed should be done on a travel expense reimbursement voucher. However, the Travel Estimate is not required. If the Travel Estimate is not used, the Travel Expense Reimbursement Voucher must clearly indicate it is for a non-ODU employee. For ease in using the Consolidated Travel Form, the Travel Estimate tab may be completed – with the “travel signature section” marked “Non-ODU Employee” and the department head/designee signatures provided as required. The Travel Expense Reimbursement Voucher must still be signed by the non-ODU employee traveler and must have the required departmental signatures authorizing the reimbursement. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).

Independent Contractors – Generally, independent contractors should not be reimbursed separately for travel expenditures via the travel expense reimbursement voucher. Travel expenditures should be included as part of the contract.

Approval signatures - the traveler and the dean/director both must sign the request form in advance of the travel. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve – the approver must be on the signature list.
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

If lodging exceeds the allowable guideline, **the Director of Finance and Accounting Operations** must approve the Lodging Exception Request or automated TA in **advance** of the travel (refer to LODGING EXCEPTION REQUEST for more details).

If travel is out of the country, the Provost/ Vice President for Academic Affairs must sign in advance of travel (refer to INTERNATIONAL TRAVEL APPROVAL for more details).

All required information must be entered. Failure to provide required information will prevent the form from printing if macros are enabled.

To print the travel estimate or the travel reimbursement form, you must complete all of the required fields for that particular form. The "Required Cell Info" tab will provide you with the names of the required fields. Unless all required cell information is entered, you will NOT be able to print the form.

**Travel Estimate worksheet**

General User Information:

- Name of Traveler (cell E10)
- Traveler’s Phone Number (cell E11)
- UIN (ODU Employees) (cell J11)
- Department (cell E12)
- Budget Code (cell K12)
- Destination(s) (cell E13)
- Travel Departure Date (cell E14)
- Travel Return Date (cell I14)
- Contact Name (cell E15) – NEW REQUIREMENT
- Contact Phone (cell K15) – NEW REQUIREMENT

Estimated Cost (fill in those applicable to the overnight travel):

- Transportation (cell E26)
- Lodging (cell E27)
- Meals (cell E28)
- Conference/Convention Registration Fees (cell E29)
- Training or Course Fees (cell E30)
- Other (cell E31)

Lodging Exception Request:

- Complete this section when lodging exceeds the allowable guideline amount.
- Must be completed and approved **in advance** by the Director of Finance and Accounting Operations.
Travel Request Signatures/Approvals:

- Traveler must sign
- Department head must sign (must be on authorized signature list) – Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.
- Provost/VP for Academic Affairs must approve in advance for out of country travel.

You MUST attach complete trip information when submitting a request to travel out of the country.

**Total cost** includes lodging, meals, conference registration, and any other travel costs or course fees, regardless of the payment method. Payments processed via purchase order or PCard are not reimbursable expenses for a traveler, *but must be included in the cost estimate or automated TA*.

For planned travel, the traveler must be able to demonstrate, with documentation, that a reasonable effort was made to secure the most cost beneficial means of travel for the Commonwealth.

If you plan to request a travel advance, you must attach a copy of this completed form to the advance.

If a prepayment is processed for a travel expense (i.e. hotel), a copy of an *approved ODU Travel Estimate* is required.

The original, signed *ODU Travel Estimate* form must accompany the Travel Reimbursement Voucher for all overnight travel.
LODGING EXCEPTION REQUEST (Rates in Excess of Published Guidelines)

Approval obtained in advance by completing the Lodging Exception Request section of the Travel Estimate tab.

Budget unit directors are responsible for ensuring travelers understand their responsibilities for making a good faith effort to secure lodging within the published guidelines before requesting exceptions.

For all official State business-related travel, the Agency Head or designee (Director of Finance and Accounting Operations) is authorized to approve reimbursement IN ADVANCE for lodging up to 50% over the guidelines when circumstances warrant. The ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (Lodging Exception Request section of the Travel Estimate tab) or automated TA must be completed and attached to the Travel Expense Reimbursement Voucher in all instances where approval for excessive lodging is requested. As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g., taxi or rental car expense avoided) between a non-conference hotel and the conference location.

Dividing the hotel rate by the number of persons staying in room for purposes of justifying rates that exceed the lodging guidelines is not permitted (see Lodging Accommodation Guidelines for more details).

Only the Commonwealth of Virginia Comptroller’s designee (Director of General Accounting) may grant exceptions for expenses exceeding 50% over the guidelines.

Such approvals must be requested and granted prior to the travel, and the approved request must be attached to the voucher for reimbursement.

Requests for such exceptions must include sufficient documentation showing alternative cost comparisons that justify the exception. The cost comparison must include the name and complete address of the hotels, including zip code, used for the cost comparison.

Failure to attach this cost comparison will result in the form being returned without action.

Requests for expenses exceeding 50% over the guidelines must be reviewed, evaluated, and approved by the Office of Finance prior to sending it to DOA. The Office of Finance is responsible for sending these requests to DOA.
All such exceptions must be approved in advance for lodging, even those that can be approved by the Agency Head (Director of Finance and Accounting Operations), i.e., conference hotel over maximum travel guidelines. Please be sure to submit the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form with the Lodging Exception Request portion completed early enough to allow for the approval process to be completed. Failure to submit forms timely could delay reimbursement.

The ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be completed in advance and sent to Accounts Payable. AP will obtain the Director of Finance and Accounting Operations’ signature and forward forms to DOA if necessary for approval.

Departments are notified via e-mail when the form has been approved. Departments may elect to leave the approved form in Accounts Payable for processing when travel has been completed or may claim the approved form in person and resubmit for processing when travel is completed.

You must attach the completed and approved ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form to the Travel Expense Reimbursement Voucher when filed (or indicate that this form was retained in Accounts Payable after approval).

<table>
<thead>
<tr>
<th>Lodging expenses incurred beyond approved amounts will NOT be reimbursed. In such cases, taxes and surcharges will be prorated based on the appropriate rate only.</th>
</tr>
</thead>
</table>

**Calculating taxes/surcharges to be reimbursed when hotel lodging rate is reduced**

To figure the amounts to be reimbursed when taxes and surcharges must be pro-rated based on the approved rate, use the following information:

| Line A: Daily hotel rate shown on hotel bill |
| Line B: Total of daily taxes shown on hotel bill |
| Line C: Allowable hotel rate per guidelines |
| Line D: Percentage of allowable taxes (Line B divided by Line A) |
| Line E: Allowable taxes to be reimbursed (Line C multiplied by Line D) |
| Line F: Total reimbursable lodging and taxes (Line C + Line E) |

The Department of Accounts performs a yearly audit of agency travel expenditures to ensure that exceptions appear reasonable and appropriate.
INTERNATIONAL TRAVEL APPROVAL (Out of Country Travel)

In addition to all other policies set forth in published travel policy, the following additional policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.

Advance Approval Required in writing (Travel Estimate tab)

If a traveler is required to leave the country on University business, the written approval of the appropriate vice president and the provost or the president must be obtained prior to the beginning of the trip. (When requesting approval for out-of-country travel, please attach complete trip information.)

Timing - It is recommended that this approval be obtained at least 30 days in advance of travel.

Three or more traveling to a single international destination - To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single international travel destination must be approved in advance by the Governor’s Cabinet Secretary. These requests for approval should be submitted to the Office of Finance for routing to the appropriate office.

To obtain prior approval for international travel, the ODU Travel Estimate/ Excessive Lodging/Out of Country Approval Form (Travel Estimate tab of the Consolidated Travel Form) must be completed. The form must be completed in its entirety, signed by the traveler, the authorizing budget unit director, the appropriate vice president, and the provost or president. You must attach complete trip information when submitting a request to travel out of the country.

Additional Guidelines for International Travel

Specifically, airline travel cannot exceed the rates charged for tourist/coach class fare except as follows:

With careful consideration of the reasonableness limitations specified in these regulations, the approving authority may grant permission for business class travel under the following circumstances:

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher) or
• For travel to Western Europe if the business meeting is conducted within three hours of landing, or

• For transoceanic, intercontinental trips of more than eight hours, or

• If the traveler pays the difference.

**NOTE:** Reimbursement for first-class air or rail travel is prohibited. Premium coach seating is not reimbursable.

• Boarding passes are required for all air and rail reimbursements.

• If a **Travel Advance** is requested, a *photocopy* of the completed and approved **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form** must be attached to the advance form before the advance can be processed.

• Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act. **However, if a higher personal mileage rate is justified, a request for approval must be sent to the Accounts Payable Manager so that approval from Richmond can be obtained.**

**International Per Diem Rates (Lodging and M&IE)**

Foreign travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas. **Please note that for non-foreign, non-contiguous destinations (i.e., Alaska and Hawaii) you must use the Other Per Diem rates that are found on the link shown below.**

Travel per diem rates for cities and countries **outside the 48 contiguous states** can be found at the web address below. Choose the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for Foreign Areas. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site (see example screen shot, next page).

[http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
IMPORTANT REMINDERS REGARDING INTERNATIONAL TRAVEL:

Printouts of appropriate per diem rates for the time of travel **must be** attached to the travel voucher for reimbursement.

Each receipt must be converted to U.S. dollars and English – tape the receipt to an 8 ½ X 11 sheet of paper and write the conversion information next to the appropriate receipt.

You MUST submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use.

You can find today's rate at this site:

http://www.xe.com/ucc/

To find a historic rate or Average Rate for Extended Trip:

http://x-rates.com/cgi-bin/hlookup.cgi

Upon completion of the out-of-country travel, a **Travel Reimbursement Voucher form** must be submitted in **U. S. Dollars**. The **original** (approved) **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form** must be attached along with all other required receipts.

If the department elected to leave the approved form in Accounts Payable, please note this on the voucher.
Find the appropriate travel per diem rates for travel outside the 48 contiguous states.

Select “Foreign Per Diem Rates by Location” for foreign locations.

Select “Other Per Diem Rates” for non-foreign, non-contiguous locations outside the continental United States - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States.
SPONSORED PROGRAM FUNDS (Exceptions to the Meals and Lodging Guidelines)

All travel reimbursements for meals, lodging, airfare, etc. funded solely from sponsored program funds are governed by the terms and conditions of the individual grant or contract. You must attach a copy of the terms and conditions of the grant/contract related to travel. If the grant or contract is silent regarding these monetary reimbursements, the limitations in these regulations will apply. In all cases, administrative requirements cited in these regulations must be followed.

*Solely funded* means charged 100% to the grant or contract.

What if funding is split between Commonwealth and grant or contract sources? If funds to cover the travel come from Commonwealth and grant or contract sources, the maximum allowable lodging and M&IE per diem rates in these regulations apply.

Statement Required on the Travel Expense Reimbursement Voucher or automated TR - Please remember that the words “Sponsored Program” should be clearly stated on the reimbursement voucher. If the words “Sponsored Program” are not clearly stated on the reimbursement voucher, then reimbursement for travel expenses will be made based on the Commonwealth’s published rates contained in these guidelines.

USING THE INTERNET TO PURCHASE TRAVEL SERVICES

In addition to all other policies set forth in published travel policies, the following policies must be adhered to when using the Internet to purchase travel services.

Usage of the Internet to purchase travel services is allowed. Use prudent judgment when choosing an Internet travel service site. A cost/benefit analysis must be performed prior to purchasing services via the Internet to ensure that it is cost beneficial for the Commonwealth. The traveler must comply with all procurement guidelines.

Payment Methods When Purchasing Travel Services via the Internet

When paying for services via the Internet, the following methods may be used:

**Travel Charge Card** – may be used for all types of travel-related purchases (reimbursement not available until travel is completed).

**Purchasing Card (no reimbursement to traveler)** – may only be used for transportation tickets (i.e., rail, air, bus) and conference registration fees. Before using your PCard for transportation or conference registration fees, you must contact the PCard Program Administrator to have travel restrictions lifted. (Do not claim this on the travel expense reimbursement voucher or automated TR.) Be sure to include these expenses on the Estimated Cost of Proposed Travel or automated TA as non-reimbursable expenses.)
SPECIAL NOTE: Please note that airline travel regulations state that passengers with electronic tickets purchased using a charge card may be asked to produce the card at check-in if the traveler chooses Express Key Check In. A cardholder purchasing a ticket for another traveler must ensure that a paper ticket is issued to avoid a problem at check-in.

**Personal Credit Card** (reimbursement not available until travel is completed)

**Additional Documents to Submit (travel services purchased via internet)**

In addition to all other documents required by travel policy, the following supplementary documents must be submitted with the Travel Expense Reimbursement Voucher or the automated TR when you have purchased services via the Internet:

- Hardcopy final page (*payment page*) from Internet showing total cost and confirmed service (failure to do so will delay reimbursement).

- Cost/benefit analysis showing that the Internet purchase saved money for the University. Some Internet sites charge a fee for their services so the cost/benefit analysis would need to take these charges into account.

- Confirmation from the hotel of actual lodging costs since an invoice may not be created if the Internet travel provider is paid in advance. (For example, when purchases are made on Priceline.com, the employee may have to pay for hotel services with a travel charge card at the time of booking. In that case, a typical hotel bill will not be produced since the hotel has been paid via other means. Therefore, the employee would need to obtain another type of confirmation of actual lodging costs. **The traveler is responsible for obtaining this information and submitting it with the travel reimbursement request.**)

- Airline confirmation - either ticket stub or boarding pass (for e-tickets) - of the type of ticket purchased (i.e., coach, business). **Failure to provide this confirmation will delay reimbursement. Boarding passes are required for all air and rail reimbursements made directly to an employee.**
CONFERENCES, CONVENTIONS, SEMINARS AND TRAINING WORKSHOPS

Travel by more than three employees to single travel destination

To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be approved in advance by the Agency Head or designee. The budget unit director’s signature on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (Travel Estimate tab of the Consolidated Travel Form) certifies business necessity and meets this requirement.

A statement documenting business necessity must be maintained in departmental files for audit purposes.

International Travel - For international travel involving more than three employees traveling to a single destination, such approval must be obtained from the responsible Cabinet Secretary. Contact the Travel Supervisor for information on obtaining approval.

This includes travel of presenters as well as attendees.

These provisions apply to daily as well as overnight travel.

Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio or video teleconferencing where these options may be more cost-effective. In selecting locations for meetings, agencies shall give first preference to State-owned facilities.

Payment Note – Refer to Conferences (Registration Fees).
GENERAL TRAVEL INFORMATION

**Public Transportation** includes:

- Rental Car
- Plane
- Train
- Bus
- Taxi or Shuttle and other “for hire transportation”

Public transportation rates must not exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher and **must indicate method of payment**. If payment was made by credit card, please provide the type of credit card and the last 4 digits of the card number on the receipt. Because of the liquidity of air and rail tickets, any unused portions must be returned to the agency for credit.

**Premium Coach Airline Seating** – Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable.

**Charges for changes to tickets/reservations to accommodate personal comfort, convenience or taste are not reimbursable.** Change fees must be explained fully on the travel expense reimbursement voucher.

**For Hire Transportation** - For Taxis, shuttle vans and other forms of “for hire transportation,” receipts are required **only** if the reimbursement claim exceeds $20. Additionally, travelers must identify a reason for the necessity of the “for hire transportation” on the travel expense reimbursement voucher or automated TR.

**Day trips/gratuities for taxi/shuttle (no per diem reimbursed).** For all trips, a maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the fare and the amount of the tip. Receipts are not required for the tip reimbursement.

**Direct billing by travel agencies for the purchase of travel tickets is prohibited as a payment method.** Rates for air and rail tickets should not exceed those charged for tourist or coach class. Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable. Travelers have the following options available for the purchase of air and rail tickets.
Payment Options for Purchasing Transportation Tickets

- **eVA** – preferred method. *No reimbursement to individual.* Attach a copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form or automated TA to your file copy.

  Accounts Payable Copy/Receiving Reports – Departments should complete e- Receivers for travel tickets as soon as the traveler receives the e-ticket/itinerary via e-mail (within 3 work days):

  **eVA** – complete receiver info in Banner

- **Corporate Travel Card** (in the name of the individual traveler). *Reimbursement not available until travel is completed.* The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.

- **PCard (purchasing card)** – be sure to include these expenses on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form. *No reimbursement to individual.* Cardholder must first complete a “Travel Exception Form.” Contact the PCard Program Administrator for additional information.

- **Personal Charge Card**

  *Reimbursement not available until travel is completed.* The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.

  **IMPORTANT NOTES**: If an individual chooses to use the Corporate Travel Card or a Personal Charge Card to obtain air or rail tickets, reimbursement is available by submission of the Travel Expense Reimbursement Voucher or automated TR after the travel is completed.

  Individuals using the PCard or eVA to purchase air/rail tickets should NOT request reimbursement for these expenses.

  **Nonrefundable airline tickets** should be purchased only when you are reasonably sure that the travel will occur as planned. Budget unit directors should implement departmental procedures to minimize the occurrence of unused tickets or increased costs based on changes in travel needs.

  **Departmental Processing for CI Travel Invoices and Receiving Reports**

  - When you call CI Travel for reservations, you will be asked to provide a purchase order number.
• CI Travel will use the purchase order to make your reservation. **This is not a prepayment and will require completion of an e-Receiver.**

• The e-ticket will be e-mailed to the traveler.

• **The e-mail date for the e-ticket is the date when you have received the goods.**

• **eVA Purchase Orders** – Receiving is completed in Banner (follow Procurement Services guidelines).
  
  o The e-Receiver must be completed in Banner within 3 working days after the receipt of the e-ticket via e-mail.

**Travel credits, reduced rates, or free services** (i.e., frequent flyer mileage) received from public travel facilities (i.e., airlines, car rental agencies, motels, etc.), for whatever reason, **accrue to the Commonwealth.** Any such credit, reduced rate, or free service must be reported to the Director of Finance and Accounting Operations and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.

**IMPORTANT NOTE:** Please remember that only the cardholder of the Travel Card or the PCard is authorized to make charges on the associated card. In addition, if an individual chooses to use the Corporate Travel Card or a **personal** charge card for official travel purposes, reimbursement is not available until **after travel is completed.** There is no travel reimbursement associated with eVA or the PCard, since these items are paid directly to a vendor.

**Can I use frequent flyer coupons?** Frequent flyer coupons can be used only to benefit the University. They cannot be used for personal use. **Travel credits for whatever reason accrue to the Commonwealth.** Any such credit, reduced rate, or free service must be reported to the Director of Finance and Accounting Operations and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.
UNIVERSITY CORPORATE TRAVEL CARD (Bank of America)

Eligibility

Who can apply

- The corporate travel card is available to University travelers (full and part-time faculty and staff) to charge expenses while conducting official state business.

- Charge cards may be issued to individuals who must travel more than twice in one year.

- Students are not eligible for the Corporate Travel Card.

Obtaining an Application/Receiving Your Card

Employees who wish to apply for a Corporate Travel Card should complete the Corporate Travel Card Application, which is posted on the Office of Finance web site.

Corporate Travel Card Application
Full-time and part-time employees who travel at least twice a year are eligible for the Corporate Travel Card.

Credit Check – A soft credit check will be performed on the employee applying for a travel card to obtain a current credit score. A soft credit check is defined as a request for credit score but it does not log on the employee’s credit. Your credit score will determine the credit limit on your card. The travel cycle limits are:

- Light Traveler - $1,000 cycle limit
- Moderate Traveler - $1,500 cycle limit
- Frequent Traveler - $2,500 cycle limit
- Constant Traveler - $5,000 cycle limit

If you wish to have a limit greater than the maximum of $5,000, you must contact the Program Administrator. A request will be submitted to the Department of Accounts for approval and then forwarded to Bank of America for a soft credit approval.

Corporate Travel Card – Employee Agreement
Corporate Travel Charge Card holders must complete this agreement every two years or when a new card is issued. Submit the form to the Corporate Travel Card Program Administrator in the Office of Finance. This form must also be signed by the cardholder’s supervisor.

Receiving Your Card
Corporate Travel Cards are mailed to the cardholder’s home address.
**Annual Cardholder Training** – Annual cardholder training is required by the Commonwealth of Virginia. Cardholders are notified by Old Dominion University’s Corporate Travel Card Program Administrator when the annual training must be completed. Failure to complete the training will result in suspension of the Corporate Travel Card.

When you complete the training, send the certificate of completion and the *Corporate Travel Card – Employee Agreement*.

New cardholders should complete the training immediately after requesting the travel card. Training must be completed by the cardholder before the travel card will be authorized for usage.

*Travel cardholders who do not take the annual training (due by April 30 this year) will be notified that the travel card is suspended until the certificate of completion is sent to the Program Administrator for verification.*
General Information and Appropriate Use

• Billing Information

  o **Statement Date** - this is the closing date. Normally this is the 15th of each month unless the 15th falls on a weekend or holiday.

  o **Due Date** - this is the date when a payment must be received and posted to an account. Corporate Travel Cards are due 30 days from the cycle date.

  o It is the cardholder’s responsibility to process the monthly Corporate Travel Card statement promptly. **Late fees and penalties incurred by the cardholder are the responsibility of the cardholder.**

  o The balance is payable in full upon receipt, regardless of whether an employee has received travel expense reimbursement. **Minimum or partial payments are not permitted.**

    ▪ **Delinquency** - **If any cardholder becomes 91 days delinquent, Old Dominion University will deduct the total delinquent charges on the card from the cardholder’s pay and pay Bank of America directly.** The travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.

  o Any late fees or finance charges are the responsibility of the individual cardholder.

    o **Disputed Charges** may be reported to Bank of America via Works or the cardholder may call Bank of America directly. **Payments must be made on all charges regardless if the charge is in dispute.**

  o Charge card bills are mailed to the cardholder’s home address.

  o **Maintaining card delivery/statement delivery address** – Cardholders are responsible for maintaining their card delivery and statement billing address (**home address only**) with Bank of America. The Program Administrator can no longer maintain the address.

• Travel Expense Reimbursement Vouchers must be filed in a timely manner to ensure that cardholders receive travel reimbursements in time to pay charge card bills within the timeframe prescribed by the charge card vendor.

• Reimbursement will not be made from charge card statements or tissue receipts except for meals. **Receipts are not required for reimbursement of meal per diems.**

• Personal charges **are not allowed** on the corporate travel card.
Cardholders must comply with all policies including the following:

- Charge card balances must be paid in full by the due date. Late fees or finance charges should be avoided. However, if they occur, they are the responsibility of the cardholder.

- Charge cards may be used only for reimbursable expenses incurred while conducting official state business. Using the corporate travel card for personal purchases is NOT ALLOWED.

- Charge cards may be used to purchase airline tickets and conference registration fees, but the expenses charged on the travel card will not be reimbursed until after the travel is completed.

- Cardholders are not to send their 16 digit account number via e-mail (including attachments), regular mail, or FAX, or to photocopy the Card for any reason in order to keep the Card number as secure as possible.

- Cardholders are to hold the Card in a secure location and will not share the card number with anyone other than a vendor they are doing business with.

**NOTE:** Noncompliance with corporate travel charge card policies will result in revocation of corporate travel charge card privileges without alternative cash advance privileges.

Personal expenses that cannot be reasonably separated from reimbursable expenses may be charged. Examples include a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill. These charges must not be claimed on the Travel Expense Reimbursement Voucher or automated TR when it is submitted for reimbursement. Such expenses must be paid from the cardholder's personal funds within the payment terms specified by the corporate travel card.

Each month, Accounts Payable reviews payment reports provided by the charge card company to ensure that balances are paid on a timely basis and to assure no personal charges are made.

- Employees are sent reminder notices of any past due balances reported to the University.

  - Delinquency - If any cardholder becomes 91 days delinquent, Old Dominion University will deduct the total delinquent charges on the card from the cardholder’s pay and pay Bank of America directly. The travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.

- Employees are sent letters if it appears the card is being used for personal use.
• This card must not be confused with the PCard (refer to Accounts Payable, Part 2: Payments or to the Procurement services website).

**Yearly Review**

• Corporate travel charge cards that are not used for 12 consecutive months are automatically suspended by Old Dominion University’s Corporate Travel Card Program Administrator.

• On September 1 of each year, a current list of staff members with corporate travel cards is distributed to budget unit directors for review.

| When an employee no longer works for the department, it is the budget unit director’s responsibility to request return of the travel card, which should be returned to the University’s Corporate Travel Card Program Administrator. It is not necessary to wait for the yearly review. |

• The budget unit director should review the list to determine which employees still travel more than twice each year on official University business. For each employee, be sure to check whether the card should be cancelled or renewed.

• If an employee no longer travels on University business, the budget unit director should request that the Corporate Travel Card Program Administrator cancel the card and ask that the employee return the card.

• Once review of the list is complete, the budget unit director signs the form and returns it (along with any cards to be cancelled) to:

  Corporate Travel Card Program Administrator  
  Accounts Payable  
  Office of Finance  
  Old Dominion University  
  Norfolk, VA 23529
Questions

If you have questions about the Corporate Travel Card, please address them to either the Program Administrator or the Backup Program Administrators.

**Travel Charge Card Program Administrator**
Melissa Snowden
e-mail: msnowden@odu.edu
Telephone: 757-683-5020

**Backup Program Administrators**
Barbara Stokes
e-mail: bstokes@odu.edu
Telephone: 757-683-4813

Cori Duck
e-mail: cduck@odu.edu
Telephone: 757-683-6977
Please attach this form to the "Old Dominion University Commonwealth of Virginia Bank of America Employee Paid (Individual Liability) Travel Cards Employee Agreement (required annually)" form. This is not considered your application. This will give the Program Administrator the information to set you up as a user in the WORKS (Bank of America) system. You will receive a welcome e-mail from Works [mailto: WorksNoReply@works.com]. The subject of the e-mail will be "Commonwealth of Virginia Purchase and/or Travel Card Program - Welcome to the Works application!" Please do not delete this e-mail or consider it junk mail. Please refer to the Travel Charge Card procedure #6-730 to complete the application process.

### ODU Travel Charge Card - Request for Application

<table>
<thead>
<tr>
<th>Name of Traveler:</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler Phone:</td>
<td>Traveler E-mail:</td>
<td>UIN (ODU employees):</td>
</tr>
<tr>
<td>Department:</td>
<td>Budget code:</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Contact Phone:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Travel**

- [ ] Conference
- [ ] Presentation
- [ ] Extraditions
- [ ] Athletics
- [ ] Investigations
- [ ] Field Work
- [ ] Recruitment
- [ ] Education
- [ ] Other (Explain)

Send completed paperwork to the Program Administrator in Rollins Hall - Office of Finance.

Program Administrator: Melissa Snowden
(757) 683-5020
msnowden@odu.edu

Backup Program Administrators: Cori Duck
(757) 683-6977
cduck@odu.edu
Barbara Stokes
(757) 683-4813
bstokes@odu.edu

Received in the Office of Finance: __________________________

Date user set up in WORKS: __________________________

Date application approved in WORKS: __________________________
Old Dominion University  
Commonwealth of Virginia  
Bank of America  
Employee Paid (Individual Liability) Travel Card  
Employee Agreement (required annually)

I, ____________________________, acknowledge that I have applied for a Bank of America Visa Employee Paid (Individual Liability) Travel Card. Upon becoming a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool which I will use to obtain travel related services and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency, Old Dominion University.

2. I understand that I am liable to Bank of America, for all authorized charges made on the Card.

3. I understand that Bank of America will send my card to the address on my card application and I will immediately notify Bank of America for any changes to my address and phone number.

4. I agree to use this Card for official state business travel only and agree not to charge personal purchases at any time. I understand that my agency, Old Dominion University, will review the use of this Card and will take appropriate action based on any discrepancies.

5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.

6. I agree to return the Card immediately upon request or upon termination of employment (including retirement) to include deducting any balance owed on my card at the time of termination from final paychecks. Should there be any organizational change that causes my department or budget code to likewise change, I also agree to return my card and arrange for a new one, if appropriate.

7. If the Card is lost or stolen, I agree to notify Bank of America and the Travel Program Administrator immediately.

8. I agree that I will pay the total amount due by the statement due date regardless if I have been reimbursed for those expenses.

9. I agree that if my Card balance becomes delinquent past 90 days, the agency, Old Dominion University, will deduct the delinquent funds from my paycheck and make the payment directly to Bank of America.

10. I agree not to send my entire 16 digit account number via email (including attachments), regular mail, or fax, or to photocopy the Card for any reason in order to keep my Card number as secure as possible.

11. I agree to hold the Card in a secure location so that no one else can access the Card and agree to not share my card number or other pertinent card information with anyone other than a vendor I am doing business with.

____________________________________________________________  ___________  
Employee Signature                                      Date  
Budget Code/Department

____________________________________________________________  ___________  
Supervisor's Signature                           Date

____________________________________________________________  ___________  
Travel Card Program Administrator's Signature            Date

Revised February 2011
HOW TO REQUEST AND COMPLETE TRAVEL ADVANCES

Travel advances should be requested only when out-of-pocket expenses for a specific trip would cause a financial burden for the employee. Travelers who do not have a Corporate Travel Card may not be eligible for a travel advance.

Advances will not be processed for less than $25.

Travel advances are issued to the traveler.

**Student Advances** - Travel advances are discouraged for students but may be authorized for amounts not to exceed $100. Use the "Request for Student Travel Advance Form" (see sample form) to request travel advances for students.

Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually.

When a travel advance is needed, a traveler must complete a Request for Travel Advance (see sample form). Incomplete forms will slow the advance process. The following sections must be completed:

**Part A** - contains general information including the requesting department, the departmental budget to be charged, the traveler's name/UIN, the department's address, the traveler's telephone number. Travelers are required to attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form. If travel is to a foreign country, the appropriate approvals must be included.

**Part B** - contains the travel description where you should list the expenditures for which you are requesting the advance.

**NOTE:** Amounts for hotel accommodations will be advanced only if the hotel does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order. If applicable, the form should indicate the hotel name, the dates of the stay, and the rate per day.
Part C - Department Certification. This section contains the original signatures (no stamps) of the employee and the budget unit director authorizing the advance.

By signing the form,

An employee agrees that if the advance is not repaid in a timely manner, the advance amount may be deducted from any amounts owed to the employee, including pay or benefits.

A student who requests a travel advance agrees that, if the advance is not repaid in a timely manner, the University will not allow the student to register or release grades.

A budget unit director certifies availability of funds. Travelers may not approve their own travel-related documents. If the traveler is the budget unit director, someone higher in the organizational structure must approve.

**Items to attach** - If travel is overnight or to a foreign country, be sure to attach a photocopy of the completed, approved and signed “ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form” with the appropriate approvals.

**Travel Advance Procedures**

Complete the Travel Advance form. Is it complete?
- Required signatures
- Budget Code
- All required pre-approval forms

If the form is complete, send the form and copies of required pre-approval forms to the Accounts Payable department in the Office of Finance.

**Timing** - A request for a travel advance should be submitted a minimum of two weeks prior to the date of departure. If proper notice is not provided, a letter of justification should be attached to the advance form.

Travelers who do not have a Corporate Travel Card may not be eligible for a travel advance. Travelers are responsible for paying all charges on the Corporate Travel Card by the due date.

**Issuance of Advances** - Travel advances are issued to the traveler approximately three (3) days prior to the departure date.
**Picking up Travel Advances** - Accounts Payable Audit notifies the traveler via e-mail when the check is available for pick up.

- Traveler advances must be picked up by the traveler *in person* from the Cashiers’ window.

**Obtaining Reimbursement** - Upon completion of the trip for which an advance was obtained, a traveler is responsible for submitting a Travel Reimbursement Voucher or automated TR to his/her supervisor within 30 calendar days of completion of the trip. Please refer to the section on Travel Reimbursement Vouchers for information on how to complete that form.
### OLD DOMINION UNIVERSITY - REQUEST FOR TRAVEL ADVANCE

#### Part A – General Information – Employees must have a Corporate Travel Charge Card to be eligible for a travel advance.

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Name</th>
<th>Organization Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>UIN (8 digit University Identification Number)</th>
<th>Employee Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ☐ I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).

#### Part B – Travel/Expenditure Description - Advances will not be processed for less than $25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if the vendor does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order.

<table>
<thead>
<tr>
<th>Description (taxi, meals, parking, etc.)</th>
<th>Amount Requested</th>
<th>Supplemental Information/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Total Advance Request

- (Less Cost to be paid by employee/Foundation) ( )

- Net advance to employee

#### Part C – Department Certification/Approval

**TRAVELER'S RESPONSIBILITIES**

I certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required in an official capacity. I agree to remit to the university an approved travel reimbursement voucher within five working days after the travel is completed. I understand that the advance will be charged to the Corporate Travel Charge Card presented by me to secure this advance. I will be solely responsible for repayment of the advanced amount to the Corporate Travel Charge Card; however, I understand that Old Dominion University reserves the right to deduct the amount from any wages or benefits should the Corporate Travel Charge Card be in default.

<table>
<thead>
<tr>
<th>Corporate Travel Card #</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Traveler:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**DEPARTMENTAL APPROVAL:**

The above estimate of expenses and request for advance is approved.

<table>
<thead>
<tr>
<th>Printed Name of Supervisor (if applicable):</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.

<table>
<thead>
<tr>
<th>Printed Name of Budget Unit Director:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cashiers use only:

Deposit charge amount to 015001-0276

Revised 08/22/2007
### OLD DOMINION UNIVERSITY - REQUEST FOR STUDENT TRAVEL ADVANCE

#### Part A – General Information
- Travel advances are discouraged for students but may be authorized for amounts not to exceed $100 for all advances.

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Name</th>
<th>Organization Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UIN (8 digit University Identification Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Departmental Mailing Address</th>
<th>Student Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).

#### Part B – Travel/Expenditure Description
- Advances will not be processed for less than $25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if the vendor does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order.

<table>
<thead>
<tr>
<th>Description (taxi, meals, parking, etc.)</th>
<th>Amount Requested</th>
<th>Supplemental Information/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Advance Request

(Less Cost to be paid by student/Foundation) ( )

Net advance to employee

#### Part C – Department Certification/Approval

**STUDENT TRAVELER’S RESPONSIBILITIES**
- I certify that I am utilizing University funds for approved student travel. I further certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required. I agree to remit to the university an approved travel reimbursement voucher within fifteen days after the travel is completed. I further agree to repay any funds not expended, within fifteen days after the travel is completed. I understand that the University will not allow me to register or to release my grades if I do not comply. I understand that even if the request is for group travel, I am personally responsible for the total amount of the advance and for reporting all costs on a travel voucher with receipts.

Signature of Traveler: Date:

**DéPARTMENTAL APPROVAL:**
- The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.

Printed Name of Budget Unit Director: Signature: Date:

Cashiers use only:
- Deposit charge amount to 015001-0276

Revised 08/22/2007
USE OF RENTAL VEHICLES (combined out of town and local usage)

It is strongly recommended that travelers use the University's Enterprise Rental Car contract when renting vehicles for out of town University-related business.

Information about this contract can be obtained from Procurement Services at 683-3105 or www.odu.edu/procurement.

Payment Methods - Travelers may pay for vehicle rentals in the following ways:

- **Corporate Travel Card** -- However, reimbursement cannot be made until after travel is completed. The card type and the last 4 digits of the card number must be on the receipt (*if the PCard could be used to procure the services/goods*).

- **eVA DO** -- If you are using a purchase order when utilizing the Enterprise contract, do not claim this expense on your travel expense reimbursement voucher or automated TR. However, you must also include the expense on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval or the automated TA.

  *When using an eVA DO for these services, invoices received by Accounts Payable that fail to reference the eVA DO number will be unpaid and returned to the vendor as a defective invoice, with the resulting responsibility for payment placed on the individual traveler(s).*

- **PCard (Purchasing Card)** -- You must first complete a “Request for Car Rental Exception Form” and submit it to the PCard Program Administrator. Contact the PCard Program Administrator in Procurement Services for additional information on this process. **There is no reimbursement to the traveler for these expenditures.** Vehicles must be refueled before returning the car to Enterprise.

- **Personal Charge Card** – no reimbursement until after travel is completed. **The card type and the last 4 digits of the card number must be on the receipt (if the PCard could be used to procure the services/goods).**

Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented.

In most cases, rental vehicles are to be used only after reaching the travel destination. However, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the State if they use a rental car in lieu of a personal vehicle for the planned trip. **The cost/benefit analysis should consider the cost of the rental car, any**
surcharges, and the cost of fuel for operating the rental vehicle. Be sure to attach the analysis to the Travel Expense Reimbursement Voucher or automated TR.

LOCAL TRAVEL -- When University-related travel is expected to be 100 miles or more per day, departments should use the Enterprise Rent-A-Car contract. Employees may choose to use personal vehicles if daily mileage is expected to be 100 miles or more per day, but reimbursement will be at a lower rate unless a cost analysis is provided that indicates personal vehicle use is cheaper.

Rental vehicles should be refueled before returning the vehicle to the rental contractor unless an exception is noted. **Reimbursement will be based on the fuel used and receipts provided.** Refueling fees are not allowed. Some vendors may use the term “fuel service option,” but this is a refueling fee and is not allowed.

The type of car rented (Economy, Compact, Two-Door, Full Size, etc.) must be listed on the Travel Expense Reimbursement Voucher or automated TR in the description field. Travelers will be reimbursed for actual expenses (car rental, gas, oil, etc.) rather than mileage rates. **If you are being reimbursed for fuel expenses, you must include a copy of the rental agreement with your travel reimbursement.**

No add-on GPS charges are allowed.

*Original* receipts for the car rental and accurate accounting of gas purchases must be submitted on the Travel Expense Reimbursement Voucher in the "other expenses" column. Gas accounting and rental information should be reported in the same row and must be itemized -- in column 2 for rental information and in column 5 for gas expenses (*receipts required*).

Attach a copy of the rental form to the reimbursement voucher or the automated TR. (If any claim for gas expenses is submitted, you MUST attach a copy of the rental agreement.) Travelers may not claim gas expenses for personal vehicle use.

**Insurance Coverage – State Employees** - Insurance coverage offered by rental car contractors should be **declined.** Costs associated with optional coverage will not be reimbursed. (The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State Employees).

**Insurance Coverage – Outside Virginia** – A traveler may encounter a situation when renting a car outside of Virginia and the car rental company requires the traveler to obtain coverage from the car rental company or show some evidence of insurance coverage. **The traveler should determine if this requirement is in effect for their travel destination PRIOR to travel if possible and if so obtain a “Proof of Insurance” certificate from the Division of Risk Management. This can be obtained on-line from the Department of Treasury web site at:**
Insurance Coverage Consultants and Non-State Employees - Consultants and non-State employees are not covered under the state’s insurance coverage and are required to purchase Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance. These individuals will be reimbursed for LDW and CDW coverage. Limits may apply. Discuss reimbursement for insurance coverage for these individuals with the Accounts Payable Manager at 3-6977.

Travel Outside the Country - Individuals traveling outside the territorial U.S. (including Canada and Puerto Rico) are required to purchase, and will be reimbursed for, LDW and CDW insurance only. Other types of insurance offered, such as trip cancellation, personal, health or life insurance are not reimbursable.

Reporting Accidents - Employees are responsible for operating rental cars in a safe and responsible manner. If a traveler on official business is involved in a vehicle accident while operating a rental car, the following steps should be taken:

- Contact the state or local police of the jurisdiction where the accident occurred.
- Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.
- Contact Facilities Management and notify them of the accident.
- Facilities Management will notify ODU’s Office of Risk Management.
WHEN TO USE YOUR PERSONAL VEHICLE

- The Enterprise Rent-A-Car contract is preferred for official business travel, and should be used unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

- Employees are permitted to use their personally owned vehicle when a personally owned vehicle is cost-beneficial to the University.

- Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at a lower rate.

- The Personal Vehicle Use Statement at the top of the Travel Expense Reimbursement Voucher should be checked with the appropriate choice – or select proper expense type in T&E when completing the automated TR.

It is expected that a good faith effort will be made to use the Enterprise Rental contract when practical. Generally, a personal vehicle is considered cost beneficial under the following circumstances:

- When occasional travel is planned for distances up to 100 miles per day. For overnight travel, consider the average daily mileage over the period.

- For constant daily routine travel.

- When an emergency exists and is approved by the agency head or designee.

For all other circumstances, the OFMS TRIP CALCULATOR should be used routinely to obtain the Enterprise vehicle cost for the cost benefit analysis.

Cost Benefit Analysis

A copy of the cost benefit analysis must be attached to the Travel Expense Reimbursement Voucher or automated TR when using your personal vehicle. To obtain a true cost comparison, estimate the cost of gas and add to the cost of using an Enterprise vehicle.

The URL shown below will link you to OFMS TRIP CALCULATOR Excel file. You will be shown a File Download dialog box where you will be prompted to “open” or “save.” When you open the file, you will see a security warning. You must “enable macros” to use the file (see sample of completed form).

http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=0nraoSLde90%3d&tabid=170
NOTE: Failure to provide the cost/benefit analysis when the daily mileage is 100 miles or more will reduce the reimbursement rate.

**Mileage vs Air Travel** - When travel is by personally-owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve. **Comparative statements should be attached to the travel voucher or automated TR for reimbursement.**

NOTE: The reimbursement rate is reduced for state employees under certain circumstances or for any person who travels over 15,000 miles in a fiscal year. **Contact the Accounts Payable Manager for additional details.**

Reimbursement will be made only for costs incurred while the traveler is in an authorized travel status.

Transportation costs that are not reimbursable during an employee’s regular work day will not be reimbursable if the employee is required to work on a day other than a regular work...
day. For example, commuting costs incurred on a non-regular work day are not reimbursable.

**Commuting Mileage - Round-trip** mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. *An employee can have only one assigned base point.* Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable. Total commuting distance is measured as the mileage from an employee’s residence to base point and return.

**Residence as Base Point.** *An employee can have only one base point, even if the employee has multiple work locations.* It is the agency’s responsibility to assign the base point to be used for reimbursement purposes. The employee’s residence can be assigned by the agency as base point where it is considered cost beneficial to the State. In this case, the mileage driven from the employee’s residence to one or more temporary work locations, including the employee’s central office, is official State business mileage and is fully reimbursable. Agencies are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee’s residence as their base point if authorized only when justifiable.

Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.

**Mileage Reimbursement Rates** – Effective for travel occurring or reimbursed after January 1, 2013 the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are:

<table>
<thead>
<tr>
<th>The rate of 24.6 Cents Per Mile applies . . .</th>
<th>The Current IRS business rate of 56.5 Cents Per Mile applies . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>. . . when the daily mileage is 100 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.</td>
<td>. . . when the daily mileage is less than 100 miles.</td>
</tr>
<tr>
<td>. . . when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Reimbursement rates are reduced to 13 cents per mile for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then the rate shall be the current IRS rate of 56.5 Cents per mile.

**Special Exceptions** - Requests for special exceptions to these rates must be discussed with the Director of Finance and Accounting Operations (3-4795) prior to the travel.
**Travel Reimbursement Requirements** - When completing the Travel Expense Reimbursement Voucher, the traveler must check the appropriate block in the Personal Vehicle Use Statement. The block checked must be determined in accordance with University and state policies and will establish the appropriate reimbursement rate. *Please note that there is no reimbursement for fuel for personal vehicles.*

**CONFERENCES (REGISTRATION FEES)**

Travel advances cannot be requested to pay for conference fees.

Normal travel practices should be used when making conference travel arrangements.

Registration fees for conferences may be paid via eVA or PCard for functions related to State business. **Be sure to include these expenses on the completed/approved ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or the automated TA when overnight travel is involved.**

Registration fees may also be submitted on the Travel Expense Reimbursement Voucher or automated TR upon completion of the trip, but this practice is not encouraged. **Written justification must be provided, along with an itemized receipt showing method of payment.** If payment made with a credit card, the type of credit card and the last 4 digits of the credit card number must be on the receipt.

If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after travel is completed. **A written explanation, including method of payment, is required when seeking reimbursement.**

NOTE: The University utilizes eVA as its primary procurement tool. LPOs are no longer used.

If the conference requires **pre-payment** of registration fees, be sure that the following information, and all other required information, is contained on the eVA DO:

- Name of traveler
- Concise statement of reason for travel
- Dates of travel
- Name of conference and location
- **Deadline for prepayment (IMPORTANT)**
These functions may be at or outside of the official station.

**Receipts are required for reimbursement.** Do NOT seek reimbursement for items paid via eVA or the PCard, since these charges have been paid directly to a vendor and are *not* expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number (if the PCard can be used to procure services/goods).

**MEALS (Reimbursable Meal Limits)**

**General Information**

No exceptions to the meal (M&IE) per diem rates are authorized for overnight travel. Guidelines for the maximum allowable meal reimbursements are provided to help you with reimbursement decisions.

The guidelines do not supersede lower guidelines established by budget unit directors based on budgetary constraints or travel circumstances. Departments may be more restrictive and pay the actual expenses up to the appropriate M&IE in place of maximum per diem.

All reimbursements must be actual, reasonable, and necessary expenses.

Managers are responsible for ensuring that travel reimbursements are appropriate and reasonable.

The meal guidelines include taxes and all tips except for taxi and shuttle service. Please pay special attention to the information about policies related to the meal reimbursement for overnight travel and for overtime and official business meals.

The maximum allowable guidelines must be applied consistently to all travelers, including board or commission members.

**IRS Reporting Requirements** -- Meal reimbursements made in accordance with these regulations are not considered by the IRS to be reportable income, except for meal/tip expenditures of $75 or more which are not related to overnight travel. This includes situations where one traveler purchases and claims reimbursement for the meals of another person on official business. A receipt is required for meal expenses of $75 or over.
If you are reimbursed for meal amounts that exceed the published per diem rate, the amount that your meal reimbursement exceeds the per diem will be reported as taxable income, per IRS ruling.

The Department of Accounts monitors agency travel expenditures to ensure that exceptions appear reasonable and appropriate. If expenditures are found to be excessive, the voucher will be returned with a reduced reimbursement amount.

**Foreign travel destinations** may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

**Rates for cities and countries outside the 48 contiguous states** can be found at the web address below. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.

Select “Foreign Per Diem Rates by Location” for foreign locations.

Select “Other Per Diem Rates” for **non-foreign, non-contiguous locations outside the continental United States** - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States.

http://aoprals.state.gov/web920/per_diem.asp
IMPORTANT REMINDERS REGARDING INTERNATIONAL TRAVEL:

Printouts of appropriate per diem rates for the time of travel must be attached to the travel voucher for reimbursement.

Each receipt must be converted to U.S. dollars and English – tape the receipt to an 8 ½ X 11 sheet of paper and write the conversion information next to the appropriate receipt.

You MUST submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use.

You can find today’s rate at this site:

http://www.xe.com/ucc/

To find a historic rate or Average Rate for Extended Trip:

http://x-rates.com/cgi-bin/hlookup.cgi

Upon completion of the out-of-country travel, a Travel Reimbursement Voucher form must be submitted in U. S. Dollars. The original (approved) ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be attached along with all other required receipts. (If the department elected to leave the approved form in Accounts Payable, please note this on the voucher.)

Contact the Accounts Payable Manager at 3-6977 if you have questions about meal or lodging reimbursement for foreign travel.
M&IE Rate Table - This table provides individual meal reimbursement amounts, which are breakdowns of the M&IE per diem rates shown in the M&IE Per Diem and Lodging Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction, which must occur where meals are provided at no cost during an overnight travel period. If your department chooses to reimburse travelers for meals based on actual meal costs, you may not exceed the allowable meal amount.

<table>
<thead>
<tr>
<th>M&amp;IE Rate Table *</th>
<th>$41.00</th>
<th>$46.00</th>
<th>$51.00</th>
<th>$56.00</th>
<th>$61.00</th>
<th>$66.00</th>
<th>$71.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>7.00</td>
<td>7.00</td>
<td>8.00</td>
<td>9.00</td>
<td>10.00</td>
<td>11.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>11.00</td>
<td>11.00</td>
<td>12.00</td>
<td>13.00</td>
<td>15.00</td>
<td>16.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>18.00</td>
<td>23.00</td>
<td>26.00</td>
<td>29.00</td>
<td>31.00</td>
<td>34.00</td>
<td>36.00</td>
</tr>
<tr>
<td>Incidentals</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>75% Travel days</td>
<td>$32.00</td>
<td>$36.00</td>
<td>$40.00</td>
<td>$44.00</td>
<td>$47.00</td>
<td>$51.00</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

See Travel Rate Guidelines to determine lodging and M&IE per diems for specific locations.

Incidental Expenses (overnight travel ONLY) - Regardless of destination, a flat $5 per diem amount is paid for each day of overnight travel for incidental expenses. Actual expenses incurred during overnight travel for incidental expenses are not permitted. The incidental amount is NOT prorated on a travel departure or return date. The flat $5 per diem is paid on all travel days associated with overnight travel. The following items are covered by the rate table:

All service fees or tips except taxi and shuttle service tips including but not limited to:

- Bellhop/waiter tips
- Valet
- Laundry expense
- Personal telephone calls
- Transportation costs between places of lodging/business and places where meals are taken

Meal expenses will be reimbursed only through submission of a Travel Expense Reimbursement Voucher or automated Travel Expense Report (TR).

The M&IE per diem may be claimed by the individual traveler only. If meals are paid for by another University traveler, reimbursement is limited to the actual cost of the meal (with supporting receipts) up to the amount for the appropriate M&IE rate. The Business-Related Meal Expense Form must be submitted with the reimbursement request.
Meals (overnight)

Meals and certain other incidental travel expenses are reimbursable only for **overnight** official business travel outside the traveler’s official station.

Reimbursement for such expenses (including all related taxes and tips except taxi and shuttle tips) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as the **meals and incidental expense (M&IE) per diem**. No receipt is required if claiming per diem.

Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is **not permitted**.

**M&IE Per Diem** - The M&IE per diem shall be paid directly to the traveler, even where it can be shown that one traveler incurred the expenses on behalf of another. The M&IE per diem used shall correspond to the location of the related overnight lodging.

The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts. Please type “per diem used” on the travel expense reimbursement voucher or the automated TR; it is not necessary to list the number of meals unless you are claiming a prorated amount.

**Prorating the M&IE Per Diem** - On a travel departure or return day, 75% of the per diem is allowable based upon where the night was spent as follows:

- **Departure Day**: where you spend the night
- **Return Day**: where you spent the night before returning to home base.

**No cost meals** - When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. Meals included with registration or lodging expense as part of a package plan must be recorded on the travel voucher or automated TR and the applicable deduction must be taken from the M&IE per diem for that day.

When meals are provided at no cost in conjunction with travel events on a **travel departure or return day**, the full **meals** per diem is reduced by the full amount of the appropriate meal (or meals) **followed by a 75% prorating of the balance**. **For example, if the M&IE rate allows a $46 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be $28 (rounded) ([($46-$11 lunch = $35 - $5 = $30) x .75 = $22.50] + $5 = $27.50).**
When meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the travel voucher. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem.

However, the traveler must include a note or other documentation with the Travel Expense Reimbursement Voucher or automated TR documenting this information.

Meal expenses not involving an overnight stay are generally not reimbursable. Exceptions are noted in Business Meals and Overtime Meals.

Business Meals

Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. Individuals in travel status may occasionally attend meals that qualify as business meals. Such meals occur while the individual is on official business and MUST:

- Include Agency Head (or designee) approval.
- Involve substantive and bona fide business discussions. You must provide specific details about the benefits to the University (REQUIRED). Failure to provide sufficient detail will result in the meal being reported as income.
- Include the original itemized receipt. (REQUIRED)
- List by name all persons involved in the meal and the reason for the meal (complete the Business Related Meal Expense Statement). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins). (Catering Services Procedures can be found on the Procurement Services website.)
• Business meal expenses are reimbursed for *actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table*, excluding the incidental allowance. (Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable *as long as the total cost does not exceed the allowable per diem for the meal*.)

  o However, Agency Heads or their designee may authorize non-travel related business meal expense reimbursements up to 50% over the applicable per diem guideline with sufficient justification and the original, itemized receipt.

  o **Business meal reimbursements above 50% over the applicable per diem guideline are not permitted.**

• For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.

**Business Meals – Over 25 Persons**

List by name all persons involved in the meal and the reason for the meal (complete the **Business Related Meal Expense Statement**). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins).

The requirement to list the name of all persons involved in the meal applies no matter the number of individuals involved in order to properly substantiate the business nature and purpose of the meal for IRS compliance UNLESS the reimbursement is for a group of conference participants – then the 25 person limit *may* apply. Please contact Cori Duck at cduck@odu.edu if you have any questions.

**The Business Related Meal Expense Statement** (see sample form) must be submitted when employees request reimbursement for themselves and others for business-related meals that are to be considered non-reportable. The following information must be contained on the form:

- Date (day, month, and year of the meal)
- Dollar amount of meal expenses (receipt required)
- Number of meals (i.e., you are claiming reimbursement for another's meals)
- Location (city and state) where meal was taken (determines the reimbursement rate)
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

- Meal taken (breakfast, lunch, dinner)
- Attendees (List the name, agency/company, and title of each person)
- Description of business discussed (purpose of the meal)
- Benefits to the University – you must provide a description of the benefit to the University.
  - Failure to provide sufficient detail will result in the meal being reported as income.
- Certification Statement -- by signing this form, the traveler certifies that the meal expenses claimed on the form are business-related, that they involved a substantive and bona fide business discussion related to the University's well-being, and that the meeting provided benefits to the University.

Employee’s signature, title, date (required)

NOTE: Failure to submit the Business Related Meal Expense Statement will result in the travel reimbursement voucher being returned. This will delay your reimbursement.

Aramark Contract – Refer to Accounts Payable, Part 2: Payments for full information on payment guidelines. The Business Related Meal Expense Statement is required for purchase of any food, beverage, and/or related services. See also Business Meals – Over 25 Persons. Contact Procurement Services if you have questions about this contract.
**BUSINESS-RELATED MEAL EXPENSE STATEMENT**  
**OLD DOMINION UNIVERSITY**  
(revised 08/17/2006)

<table>
<thead>
<tr>
<th>Date</th>
<th>Meal Expenses (receipts required)</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Location (city and state--determines rate of reimbursement)**

<table>
<thead>
<tr>
<th>Meal Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Names of all attendees (REQUIRED) – printed or typed**

List the name, agency/company, and title of each person attending the business meeting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency/Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description of Business Discussed (REQUIRED)**

Provide a complete description of the business discussed -- use additional sheets if necessary.

**Benefits to the University (REQUIRED)** – Please provide a complete description of the benefits the University will receive. **Failure to provide sufficient detail will result in the meal being reported as income.** (Use additional sheets, if necessary.)

** PreparedStatement**

By signing this form, I certify that the meal expenses claimed on this form were business related, involved a substantive and bona fide business discussion related to the University’s well-being, and provided benefits to the University.

Signed:  
______________________________

Title:  
______________________________

Date:  
______________________________
Overtime Meals (rules)

1. Reimbursement for an overtime meal for a traveler not on overnight travel status may be allowed when overtime must be worked for official business reasons.

2. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. Overtime status is when working or traveling time occurs beyond an employee's normal, scheduled work hours but not overnight. An overtime meal allowance does not apply during overnight travel. In the case of overnight travel, per diem rates apply.

3. An overtime meal allowance is allowed when overtime worked is:
   a. Essential to the agency's mission
   b. Permitted by agency (departmental) policy
   c. Approved by appropriate departmental personnel, and
   d. In excess of the employee's normal, scheduled work hours.

4. Agencies are required to comply with IRS regulations regarding reportable meals.

Reimbursement - Overtime Meals

Reimbursement of an overtime meal is considered taxable wages and must be submitted to Payroll for processing. Please contact Gloria Boone, Payroll Manager, with questions about reimbursement of overtime meals.

<table>
<thead>
<tr>
<th>QUALIFICATIONS AND ADDITIONAL REQUIREMENTS FOR OVERTIME MEAL ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hours worked or traveled (document on travel voucher)</td>
</tr>
<tr>
<td>When overtime occurs</td>
</tr>
<tr>
<td>2 or more overtime hours</td>
</tr>
<tr>
<td>5 or more overtime hours</td>
</tr>
<tr>
<td>10 or more overtime hours</td>
</tr>
</tbody>
</table>

* Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.
LODGING ACCOMMODATION GUIDELINES

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally. In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate. (Refer to Lodging Exception Request under Travel Planning.)

The appropriate rate is determined by the physical location of the hotel and not the mailing address.

If the physical address of the hotel is not a city shown on the lodging guidelines chart, but the hotel is located within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

Guaranteed Hotel Reservations – Hotel industry practice has changed and many hotels are charging credit cards a one-night deposit at the time the reservation is made.

Travelers cannot be reimbursed until after the trip has taken place.

When making hotel reservations using your Corporate Travel Card, you must ask the hotel not to charge your card for a one-night deposit, especially if your travel is scheduled far in the future.

Ask the hotel to bill the University directly. If a payment is required immediately, prepare a prepayment purchase order for the one-night deposit. Include the traveler’s name and the purpose of travel on the purchase order (required).

SpringHill Suites

Springhill Suites (located on Hampton Boulevard) has agreed to offer a lodging rate of $94 per night for Old Dominion University guests, which is currently within Commonwealth lodging guidelines. In addition to the cost of nightly lodging, there will be an additional Guest Amenities Surcharge of $25 per room/day and the appropriate taxes, which is also permissible under Commonwealth guidelines.

This rate is only available to guests of the University who are not Government employees and have their charges billed directly to a University budget.

The Guest Amenities Surcharge is waived for Government employees, but these charges may not be billed to the University. University employees are still bound by the Commonwealth guidelines, and must continue to complete the pre-travel estimate or automated TA and submit the request for reimbursement, along with supporting
documentation, after travel has been completed.

<table>
<thead>
<tr>
<th></th>
<th>Non-Govt (Guests, Students)</th>
<th>Government (ODU Employees, Other Federal &amp; State Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>94.00</td>
<td>94.00</td>
</tr>
<tr>
<td>Surcharge</td>
<td>25.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Taxes</td>
<td>xx.xx</td>
<td>xx.xx</td>
</tr>
<tr>
<td>Totals</td>
<td>$119 + taxes</td>
<td>94 + taxes</td>
</tr>
<tr>
<td>May be direct billed?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Submit Travel forms?</td>
<td>NO*</td>
<td>YES</td>
</tr>
</tbody>
</table>

* Travel forms are not required if the charges have been billed directly to the University.

Government rates must always be requested by all travelers and confirmed both at the time reservations are made and during check-in.

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station.

Lodging expenses vary with the area traveled, but all expenditures must be necessary and reasonable. First preference shall be given to selecting lodging in the economy class.

Travelers may use CI Travel (Cruise Ventures, Inc.). If you wish to make your own travel arrangements, you should use the Hotel/Motel Lodging Guide issued by the Division of Purchases and Supply to identify lodging establishments offering rates within the current guidelines.

Supporting receipts and original (zero-balance), itemized hotel bills covering lodging charges must be submitted with the Travel Expense Reimbursement Voucher or automated TR, and any unusual charges must be fully explained. The itemized hotel bill must show that payment was made, the method of payment, and if paid by charge card, must show the last 4 digits of the charge card number. **Lodging charges must be listed daily on the Travel Expense Reimbursement Voucher or automated TR, not summarized.**

Since hotels charge for unkept reservations, changes in travel plans must be communicated to the hotel (or travel agent if applicable). Cancellation charges will **not** be reimbursed if the traveler has been negligent in cancelling reservations.

When lodgings other than hotels or motels are to be used (e.g., apartments), a comparison statement, **including authorization by the University President or his designee** must be submitted with the Travel Expense Reimbursement Voucher or automated TR. The comparison statement should show the total cost for using the alternate accommodations and length of contract, the cost of the usual accommodations, and the net savings.
Two or More People Staying in Same Hotel Room - When two or more people are traveling on official state business and stay in the same hotel room, the lodging guideline applicable to the travel destination in the area they are staying, plus the cost charged by the hotel for any additional persons in the room, will apply. Documentation from the hotel listing additional hotel charges for each additional person, per room, must be provided. This regulation is not intended to discourage agencies from employing cost savings measures such as multiple travelers staying in the same room. However, do not diminish the overall savings that might otherwise be obtained by concurrently upgrading to luxury or premium accommodations. (If lodging exceeds allowable amounts, the Lodging Exception Request section of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or automated TA must be completed and approved by the Director of Finance and Accounting Operations in advance of travel.)

The traveler is responsible for obtaining the single rate and any costs for additional persons in the room. This documentation must be attached to the travel reimbursement when submitted. If this amount is expected to exceed the allowable guidelines, the Request for Pre-Approval of Excess Lodging or automated TA must be submitted for review and approval prior to travel (see instructions later in this document).

For non-luxury, conference hotels the agency fiscal officer MAY approve lodging rates that are less than the lodging guideline applicable to the travel destination multiplied by the number of official business travelers in the room.

Advance Payments - Advance payments for direct billed hotel/motel expenses are discouraged. Use of the Travel Charge Card is encouraged to secure room confirmations. Actual advance payments using the travel charge card program will not be reimbursed prior to the trip.

If circumstances make advance payments a necessity, advance payments are limited to a one-night deposit for direct bill payments.
**Direct billing** - Direct agency billing of lodging expenses (rates, taxes, and surcharges only) incurred during overnight travel is permitted. *Direct bill charges, however, are still considered travel expenditures and are governed by these travel policies and should be included with the estimated costs of the trip.* A copy of the travel estimate or automated TA should be included with the vendor payment. Documentation supporting direct bills must include: name of traveler, dates, and purpose of travel. Direct agency billing must be supported by a purchase order. This process should generally be used by those employees who do not have the Corporate Travel Card. *Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.*
M&IE Per Diem and Lodging Guidelines

The guideline tables provide:

- The daily M&IE (meals and incidental expenses) per diem
- The maximum amount for 1 night of lodging, **excluding** taxes and surcharges
  - **Taxes and surcharges are reimbursable** but are not used to determine the lodging maximum.

Standard amounts are provided for both **in-state** and **out-of-state** destinations.

**The appropriate rate is determined by the physical location of the hotel and not the mailing address.** Additional guidelines are provided for selected cities.

**The standard guidelines apply to any city not listed.**

If the **physical address** of the hotel is not a city shown on the lodging guidelines chart, but the hotel is **located** within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

Agency management is ultimately responsible for ensuring that travel reimbursements are appropriate and reasonable.

The guidelines do not supersede lower guidelines established by budget unit directors based on budgetary constraints or travel circumstances.

The maximum allowable lodging guidelines must be applied consistently to all travelers, including board or commission members.

**Original Hotel Receipts** - Old Dominion University requires the original hotel receipts for all lodging expenses. **Submit the original, zero-balance, itemized hotel bill obtained at time of checkout, and other supporting receipts for lodging expense, with the travel voucher.** Provide the method of payment, and if payment was made with a credit card, provide the type of card and the last 4 digits of the card. Explain fully any unusual charges.
Foreign travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

Rates for cities and countries outside the 48 contiguous states can be found at the web address below. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses. Be sure to use a current web browser to access this site.

http://aoprals.state.gov/web920/per_diem.asp

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Printouts of appropriate per diem rates for the time of travel must be attached to the travel voucher for reimbursement.

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You MUST submit your travel reimbursement vouchers in U.S. dollars – please print the page from whatever currency conversion calculator that you do use.

You can find today’s rate at this site:

http://www.xe.com/ucc/

To find a historic rate or Average Rate for Extended Trip:

http://x-rates.com/cgi-bin/hlookup.cgi

Upon completion of the out-of-country travel, a Travel Reimbursement Voucher form must be submitted in U.S. Dollars. The original (approved) ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form must be attached along with all other required receipts. (If the department elected to leave the approved form in Accounts Payable, please note this on the voucher.)

Contact the Accounts Payable Manager at 3-6977 if you have questions about lodging or meal reimbursement for foreign travel.

Lodging expenses will be reimbursed through submission of a Travel Expense Reimbursement Voucher or automated TR.
The following tables (in-state and out-of-state) provide guidelines for Lodging, Meals, and Incidental Expenses that are allowable for reimbursement. *The lodging rate excludes local taxes and surcharges; however taxes and surcharges are reimbursable expenses.*

If a location is not listed, the standard in-state or out-of-state rate applies.

### Commonwealth of Virginia Travel Rate Guidelines  (effective October 1, 2011)

The following tables (in-state and out-of-state) provide guidelines for Lodging, Meals, and Incidental Expenses that are allowable for reimbursement. *The lodging rate excludes local taxes and surcharges; however taxes and surcharges are reimbursable expenses.* If a location is not listed, the standard in-state or out-of-state rate applies.

#### M&IE Rate Table *

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental</th>
<th>75% Travel days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$41.00</td>
<td>$46.00</td>
<td>$51.00</td>
<td>$56.00</td>
<td>$61.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7.00</td>
<td>7.00</td>
<td>8.00</td>
<td>9.00</td>
<td>10.00</td>
<td>11.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>11.00</td>
<td>11.00</td>
<td>12.00</td>
<td>13.00</td>
<td>15.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>18.00</td>
<td>23.00</td>
<td>26.00</td>
<td>29.00</td>
<td>31.00</td>
<td>34.00</td>
</tr>
<tr>
<td>Incidents</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>75% Travel days</td>
<td>$32.00</td>
<td>$36.00</td>
<td>$40.00</td>
<td>$44.00</td>
<td>$47.00</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

Use this table in conjunction with the lodging/M&IE rates to determine reimbursement rates. If claiming meals for another traveler, the amount claimed may not exceed the rate for the specific meal amount for the area's M&IE rate. For example, if a traveler was in San Diego on University business, paid for lunch for another University traveler, and wished to claim reimbursement, the maximum amount that could be claimed for the other meal lunch be $18 (M&IE rate is $64, max for lunch is $18). When submitting the travel expense reimbursement voucher, the Business-Related Meal Expense form must be submitted when claiming meals for another individual.

**NOTE:** For the Virginia cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington and Fairfax; and Maryland counties of Montgomery and Prince George’s, refer to Washington, DC, listing in the Out-of-State table. If a location is not listed, the standard rate applies.

### IN-STATE LOCATION

**Lodging rate excludes local taxes and surcharges**

<table>
<thead>
<tr>
<th>ARD</th>
<th>$77.00</th>
<th>$41.00</th>
</tr>
</thead>
</table>

**Meals and Incidental Expense (M&IE) Rate**

<table>
<thead>
<tr>
<th>ARD</th>
<th>$77.00</th>
<th>$41.00</th>
</tr>
</thead>
</table>

**EXCEPTIONS** *(for cities not listed below, use the STANDARD rate)*

<table>
<thead>
<tr>
<th>ARD</th>
<th>$77.00</th>
<th>$41.00</th>
</tr>
</thead>
</table>

- **Abingdon (Washington County)**: 88.00 46.00
- **Blacksburg (Montgomery County)**: 95.00 46.00
- **Charlottesville (Albemarle & Greene Counties)**: 115.00 56.00
- **Chesapeake / Suffolk**:
  - 10/1 – 5/31: 77.00 56.00
  - 6/1 - 8/31: 86.00 56.00
  - 9/1 – 9/30: 77.00 56.00
- **Chesterfield and Henrico Counties**: 83.00 51.00
- **Fredericksburg (Spotsylvania, Stafford and Caroline Counties)**: 88.00 56.00
- **Loudoun County**: 108.00 61.00
- **Lynchburg (Campbell County)**: 80.00 51.00
- **Manassas (Prince William County)**: 88.00 56.00
- **Norfolk and Portsmouth**:
  - 10/1 – 5/31: 89.00 56.00
  - 6/1 – 8/31: 151.00 56.00
  - 9/1 – 9/30: 89.00 56.00
- **Roanoke (City Limits)**: 96.00 51.00
- **Virginia Beach (Virginia Beach)**:
  - 10/1 – 5/31: 89.00 56.00
  - 6/1 – 8/31: 151.00 56.00
  - 9/1 – 9/30: 89.00 56.00
- **Wallops Island (Accomack County)**:
  - 10/1 – 6/30: 85.00 56.00
  - 7/1 – 8/31: 127.00 56.00
  - 9/1 – 9/30: 85.00 56.00
- **Warrenton (Fauquier County)**: 92.00 46.00
- **Williamsburg (James City and York Counties)**:
  - 10/1 – 10/31: 77.00 51.00
  - 11/1 – 8/31: 96.00 51.00
  - 9/1 – 9/30: 77.00 51.00
## OUT-OF-STATE LOCATION

<table>
<thead>
<tr>
<th>Location</th>
<th>Lodging rate</th>
<th>Meals and Incidental Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARD</strong></td>
<td>$88.00</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

### EXCEPTIONS (for cities not listed below, use the STANDARD rate)

- Arlington/Ft Worth/Grapevine, TX (Tarrant County) 139.00 56.00
- Atlanta, GA (Fulton, Cobb, DeKalb Counties) 133.00 56.00
- Austin, TX (Travis County) 108.00 71.00
- **Baltimore, MD**
  - 10/1 – 11/30 145.00 71.00
  - 12/1 – 2/28 121.00 71.00
  - 3/1 – 9/30 145.00 71.00
- **Baltimore County, MD** 97.00 61.00
- Boston/Cambridge, MA (Suffolk County)
  - 10/1 – 10/31 221.00 71.00
  - 11/1 – 3/31 158.00 71.00
  - 4/1 – 6/30 201.00 71.00
  - 7/1 – 8/31 183.00 71.00
  - 9/1 – 9/30 221.00 71.00
- **Charleston, SC (Charleston, Berkeley & Dorchester Counties)** 137.00 56.00
- **Charlotte, NC (Mecklenburg County)** 97.00 51.00
- **Chicago, IL (Cook, Lake Counties)**
  - 10/1 – 11/30 190.00 71.00
  - 12/1 – 3/31 130.00 71.00
  - 4/1 – 6/30 171.00 71.00
  - 7/1 – 8/31 155.00 71.00
  - 9/1 – 9/30 190.00 71.00
- **Cincinnati, OH (Hamilton, Clermont Counties)** 118.00 56.00
- **Cleveland, OH (Cuyahoga County)** 101.00 56.00
- **Dallas, TX (Dallas County)** 113.00 71.00
- **Denver/Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)** 149.00 66.00
- **Detroit, MI (Wayne County)** 91.00 56.00
- **Floral Park/Garden City/Great Neck, NY (Nassau County)** 142.00 66.00
- **Houston, TX (L.B. Johnson Space Center and Ft Bend, Harris, Montgomery Counties)** 109.00 71.00
- **Kansas City, MO (Cass, Clay, Jackson, Platte Counties)** 99.00 61.00
- **Las Vegas, NV (Clark County)** 99.00 71.00
- **Los Angeles, CA (Los Angeles, Orange, Ventura Counties including Edwards AFB)** 125.00 71.00
- **Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, Queens and Staten Island and Counties of Kings, New York, and Richmond)**
  - 10/1 – 12/31 295.00 71.00
  - 1/1 – 3/31 204.00 71.00
  - 4/1 – 6/30 241.00 71.00
  - 7/1 – 8/31 216.00 71.00
  - 9/1 – 9/30 295.00 71.00
- **Miami, FL (Miami-Dade County)**
  - 10/1 – 11/30 105.00 66.00
  - 12/1 – 3/31 152.00 66.00
  - 4/1 – 5/31 125.00 66.00
  - 6/1 – 9/30 105.00 66.00
- **Minneapolis/St. Paul, MN (Hennepin & Ramsey Counties)** 121.00 71.00
- **Nashville, TN (Davidson County)** 107.00 66.00
- **Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)** 120.00 61.00
| OUT-OF-STATE LOCATION                                                                 | Lodging rate (excludes local taxes and surcharges) | Meals and Incidental Expense (M&IE) Rate *
|--------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------
| New Orleans, LA (Jefferson, Orleans, Plaquemine, St Bernard Parishes)               |                                                   |                                                      |
| 10/1 – 6/30                                                                           | 135.00                                            | 71.00                                                |
| 7/1 – 9/30                                                                           | 101.00                                            | 71.00                                                |
| Orlando, FL (Orange County)                                                          |                                                   |                                                      |
| 10/1 – 12/31                                                                         | 90.00                                             | 56.00                                                |
| 1/1 – 5/31                                                                           | 104.00                                            | 56.00                                                |
| 6/1 – 9/30                                                                           | 90.00                                             | 56.00                                                |
| Palm Springs, CA (Riverside)                                                        |                                                   |                                                      |
| 9/1 – 12/31                                                                          | 104.00                                            | 71.00                                                |
| 1/1 – 4/30                                                                           | 120.00                                            | 71.00                                                |
| 5/1 – 8/31                                                                           | 90.00                                             | 71.00                                                |
| Philadelphia, PA (Philadelphia County)                                              |                                                   |                                                      |
| 10/1 – 11/30                                                                         | 149.00                                            | 66.00                                                |
| 12/1 – 8/31                                                                          | 136.00                                            | 66.00                                                |
| 9/1 – 9/30                                                                           | 149.00                                            | 66.00                                                |
| Phoenix/Scottsdale, AZ (Maricopa County)                                             |                                                   |                                                      |
| 10/1 – 12/31                                                                         | 106.00                                            | 71.00                                                |
| 1/1 – 5/31                                                                           | 126.00                                            | 71.00                                                |
| 6/1 – 8/31                                                                           | 81.00                                             | 71.00                                                |
| 9/1 – 9/30                                                                           | 106.00                                            | 71.00                                                |
| Pittsburgh, PA (Allegheny County)                                                    |                                                   |                                                      |
| 115.00                                                                               |                                                   | 71.00                                                |
| San Antonio, TX (Bexar County)                                                       | 106.00                                            | 66.00                                                |
| San Diego, CA (San Diego County)                                                     | 131.00                                            | 71.00                                                |
| San Francisco, CA (San Francisco County)                                             |                                                   |                                                      |
| 10/1 – 10/31                                                                         | 174.00                                            | 71.00                                                |
| 11/1 – 8/31                                                                          | 142.00                                            | 71.00                                                |
| 9/1 – 9/30                                                                           | 174.00                                            | 71.00                                                |
| Savannah, GA (Chatman County)                                                        | 97.00                                             | 56.00                                                |
| Seattle, WA (King County)                                                            | 139.00                                            | 71.00                                                |
| St. Louis, MO (St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties) | 105.00 | 66.00 |
| Tampa/St Petersburg, FL (Pinellas and Hillsborough)                                  |                                                   |                                                      |
| 10/1 – 12/31                                                                         | 92.00                                             | 51.00                                                |
| 1/1 – 4/30                                                                           | 108.00                                            | 51.00                                                |
| 5/1 – 9/30                                                                           | 92.00                                             | 51.00                                                |
| Washington, DC (Includes Virginia cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington and Fairfax; Maryland counties of Montgomery and Prince George’s) | 211.00 | 71.00 |
| 9/1 – 10/31                                                                          | 181.00                                            | 71.00                                                |
| 11/1 – 2/28                                                                          | 211.00                                            | 71.00                                                |
| 3/1 – 6/30                                                                           | 157.00                                            | 71.00                                                |
| 7/1 – 8/31                                                                           | 142.00                                            | 71.00                                                |
| White Plains/Tarrytown/New Rochelle, NY (Westchester County)                         |                                                   |                                                      |
| 142.00                                                                               |                                                   | 71.00                                                |
ALLOWED MISCELLANEOUS EXPENSES

**Taxes and surcharges** paid by the traveler for lodging.

**Parking and Tolls** are reimbursable when paid for by the traveler in the course of conducting official State business. If the reimbursement claim exceeds $20, a receipt is required. In all cases, the name of the facility (bridge, tunnel or turnpike) as well as the names and reasons for inclusion of a charge for passengers, where applicable, must be included in an attachment to the travel expense reimbursement voucher and the amount(s) itemized under "Other Expenses" or select the proper expense type for parking/tolls when preparing the automated TR.

**Gratuities (tips)** are **not reimbursable** since they are included in the M&IE per diem. Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable **as long as the total cost does not exceed the allowable per diem for the meal.**

Taxi and shuttle tips are excluded from the M&IE – A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the amount of the tip from the amount of the fare.

**Business Travel and Vacation Leave** may be combined if prior approval is obtained from the Agency Head.

- In such cases, reimbursable transportation and accommodation expenses will correspond with a round trip to the designated area of official business.

- Reimbursement will be appropriate only for the time during which official business is conducted.

- If the traveler leaves the designated area after business is conducted, there will be no reimbursement from that moment on, except for those expenses relating to the second half of the round trip.

- If the employee would normally be expected to remain in the area of official business overnight and return the following morning, hotel expenses for that night and prorated expenses for a return travel day are reimbursable.

- The State will not be responsible for any expenses related to accident or injury while the employee is not on official business.

**Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, and Facsimiles** for official business purposes and paid for by the traveler may be claimed on the Travel Expense Reimbursement Voucher or
automated TR. A full explanation must be stated on the reimbursement voucher or TR accompanied by supporting documentation.

**Personal Cell Phones** - Individuals using **personally-owned cellular telephones** may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included with the reimbursement voucher or automated TR. In the event that free minutes are used for business calls, reimbursement is not permitted. Budget unit directors are responsible for inspecting the requests and signing and dating them to indicate that they have reviewed the requests and that the charges are appropriate and authorized for reimbursement. Base monthly access charges will NOT be reimbursed. (Please refer to University Policy #3310.)

**Cell Phone Business Call Substantiation Rules** – Since cell phones are considered “listed property” by the IRS, greater substantiation rules apply. To be reimbursed, you must submit additional information along with your itemized cell phone statement. You must substantiate the cost, time and business purpose for each call. You must substantiate the business relationship between you and the person being called/person that called. This additional information is required to properly substantiate your business use and must be attached along with your itemized cell phone statement and included with the reimbursement voucher. *Failure to properly substantiate business calls according to these rules may result in your reimbursement being denied or your reimbursement being processed as additional taxable income.*

**Note:** Personal telephone calls are included in the incidental section of the M&IE rate table ($5 per day). Reimbursement for actual expenses incurred during overnight travel for incidental expenses covered under the M&IE rate table is not permitted.

**Miscellaneous expenses** may be reimbursed if they directly relate to official business while the individual is in travel status. Examples of reimbursable expenses include:

Funeral attendance expenses are reimbursable for one (1) employee selected by the Agency Head to represent the agency, provided the employee must travel outside of his/her official station. No reimbursement shall be made if the services are held within the employee's official station.

Expenditure amounts for miscellaneous expenses must be itemized under the "Other Expenses" column of the Travel Expense Reimbursement Voucher. All miscellaneous expenses must be fully explained in an attachment to the travel voucher or automated TR. Receipts should be provided whenever available.
Chartered Aircraft Travel -- Chartered aircraft will only be used when State-owned aircraft are not available or will not meet customer needs. The Department of Aviation (DOAV) shall contract for all chartered aircraft on behalf of state agencies. Reference the Aircraft Use Policy and Guidelines on the DOAV’s website at www.doav.virginia.gov. Chartering aircraft is permitted when authorized in advance by the requesting agency’s Cabinet Secretary or designee, and justified by a written cost/benefit analysis. The cost/benefit analysis must include a comparison of the total costs of the trip by both means of travel, commercial versus chartered, including all associated costs (e.g. hangar rental), and may consider such benefits as reduced overnight travel costs and employee time out of the office, security, etc. A copy of this analysis and the written approval from the Cabinet Secretary or designee must be attached to the traveling agency’s voucher. Travel Expense Reimbursement vouchers or automated TRs containing private or chartered plane travel expenses that are submitted without the required written approval from the Cabinet Secretary or designee will be disallowed.

Personal Use Aircraft Travel – The use of personal aircraft is permitted for official state travel with the prior approval of the appropriate agency head. Personal aircraft usage by an agency head requires the prior approval of the appropriate cabinet secretary.

Documentation of comparable costs for other travel means must be included in with the travel voucher or automated TR. The reimbursement shall be limited to the most economical means of travel available at that time. For example, if it were less costly to travel by commercial carrier, the reimbursement shall be limited to the lowest cost commercial carrier ticket available. The traveler must include a signed statement with the travel reimbursement request certifying that the amount requested represents the most economical use of public funds. As with all travel, it is the responsibility of the traveler and the agency fiscal office (Accounts Payable, Office of Finance) to ensure the most efficient use of taxpayer funds.

The reimbursement rate per mile shall be the amount listed by the federal government at the GSA website (link below) at the time of travel. A dated printout of this site indicating the appropriate mileage rate for the travel time period must be included with the travel reimbursement voucher or automated TR.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC

Travel Reimbursements or automated TRs containing private or chartered plane travel expenses that are submitted without the required prior written approval from the Agency Head will be disallowed.

Additional Airline Fees (Baggage Fee) – Certain airlines now charge additional fees (baggage) for services formerly included in the airfare cost. When procuring airfare for business travel, travelers should consider total costs in selecting the most appropriate carrier. Airlines publish limits for baggage and the fees associated with
those limits. Travelers are expected to be aware of these limits. In the event these limits must be exceeded for legitimate business purposes, the cost is reimbursable. A receipt and appropriate explanation must be included on the Travel Voucher. Put “baggage fee” in description and provide a reason for the fee (i.e., industry standard or second bag – whatever is applicable). The sub-object code for these charges is 7103 (Travel, Public Carriers).

**DISALLOWED EXPENSES**

The following expenses **will not be reimbursed**:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel rooms
- All expenses related to the personal negligence of the traveler such as fines
- Entertainment expenses
- Travel Insurance (personal injury or loss, trip interruption/cancellation, etc.)
- Towing charges
- Expenses for children, spouses, and companions

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.
TRAVEL SUB-OBJECT CODES

It is important that expenses are charged to the correct sub-object code. Please use the following sub-object codes when charging travel-related expenses. A complete listing of sub-object codes can be found on the University’s web site – go to Faculty and Staff and scroll down to General Information, then Budget Office. In the left hand pane under Resources, the top selection is Banner Sub-Codes. You will need Adobe Acrobat Reader to view the full listing.

5103  –  **Employee Training Courses, Workshops, and Conferences** – Use for registration fees. For other related costs (i.e., lodging and meals associated with conference travel), use sub-object 7109.

6203  –  **Gasoline** – Include expenses for gasoline purchases (rental vehicles only).

7102  –  **Travel, Personal Vehicles** – Use for personal mileage not associated with educational training. Do not use for parking and tolls (see 7105).

7103  –  **Travel, Public Carriers** – Use for expenses for individual travel by aircraft (state and private sector), airport limousine, bus, leased vehicle, taxi, train, and watercraft not associated with educational/conference travel. Travel costs associated with attending training courses should be charged to 7109. Include baggage fees.

7105  –  **Travel, Subsistence and Lodging** – Expenses for gratuities, lodging, and similar subsistence and for parking fees and tolls related to 7103 and 7105. Travel costs associated with attending training courses should be charged to 7109.

7107  –  **Travel, Meal Reimbursements - Not Reportable to the IRS** – Use for business-related meals and overtime meals. Include reimbursements for meal expenses which were incurred during trips which required overnight lodging or rest or for special work assignments, such as business luncheons, recruiting or interviewing job applicants through the lunch hour, or for any overtime work in which a meal is purchased by an employee and is eaten on the employer’s premises for the convenience of the employer. (Meals which are part of a training or education package and are not reportable to the IRS should be charged to sub-object code 7109.)

7109  –  **Employee Training - Transportation, Lodging, Meals, and Incidentals (costs other than registration fees)** – Include costs for airfare, taxis, tolls, lodging, meals and personal vehicle mileage reimbursement, associated with employee training and development.
GENERAL INFORMATION

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) or via the automated TEM system. All data required on this form must be complete. Incomplete forms will be returned without action.

- **Travelers must use the current Travel Expense Reimbursement Voucher contained in the Consolidated Travel Form (Excel spreadsheet) located on the Office of Finance web site, **www.odu.edu/finance** under Faculty/Staff forms.**

  * **When rates change, this form and TEM are updated.**

- The completed voucher must be approved by the traveler's supervisor or an individual higher in the organizational structure than the traveler. **The signer must be on the authorized signature list to charge the budget.**

 TRAVELERS MAY NOT APPROVE THEIR OWN TRAVEL-RELATED DOCUMENTS.

- 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.

- 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.

- Travel expenses for individuals (spouses, friends, etc.) or employees not on official business for the Commonwealth are not considered valid State expenditures.

- Responsibility for the legitimacy and presentation of supporting documentation (i.e., receipts and special authorization forms) rests with the traveler.
Responsibility for verifying the legality, legibility, and completeness of the voucher rests with the authorizing department.

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. **Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.**

The Department of Accounts performs a yearly audit of all charges.

All miscellaneous items must be within these travel guidelines or justification must be noted on the travel voucher.

If travel reimbursements are not claimed within prescribed schedules, the State Comptroller's Office may require an explanation of the delay.

**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.**
AUTOMATED TRAVEL AND EXPENSE

The Banner Travel and Expense Management System (TEM) allows travelers to process travel authorizations (replacing travel estimates) and travel reimbursements (replacing travel expense reimbursement vouchers) for University business travel. The system electronically routes all documents for approval. It is a web-based system that also houses the electronic images that support the reimbursement requests.

Access to the system to initiate a travel authorization (TA) and a travel reimbursement (TR) will be given automatically to all employees. Once a TA or TR is entered into the system, it will route for approval through a workflow system. All employees and students who travel must approve their own TA or TR. After the traveler certifies the validity of the business expenditures, the document automatically routes to the authorized approver in the department.

All travel rules must still be followed when using the TEM system. By submitting and approving your travel reimbursement request to your approver, you are certifying that the expenses listed were incurred by you for or on official business for the Commonwealth of Virginia and such expenses were necessary for the conduct of business.

**Roll Out** - The Travel and Expense Management System will be rolled out gradually to the entire campus in several phases. Departments must continue to use the paper process until notified. Training will be provided before departments begin using TEM.

**Phase I is domestic travel – international travel will NOT be part of the initial roll out.**

**Electronic Reimbursement (TEM)**

The Office of Finance is migrating domestic United States travel from the paper Travel Expense Reimbursement Voucher process to the electronic Travel and Expense Management tool (TEM). This migration will be done department by department.

Please note the following terminology change: The paper Travel Estimate form is now called a *Travel Authorization (TA)* and the Travel Expense Reimbursement Voucher is now called a *Travel Request (TR)* when using TEM.

Before your department migrates to TEM, your department will have an implementation meeting and training on the new process. The User Guides provide full information about submitting and approving requests for Travel and Small Business Expense Reimbursements.

If you have any issues with TEM, please contact the Travel and Expense Administrator at temadministrator@odu.edu. Please contact your Travel Processing Team Member if you have any questions about travel regulations.
Travel and Expense Certification Form

The Travel and Expense Certification Form must be completed once by all travelers who utilize the Travel and Expense Reporting System (TEM). It needs to be completed only once for each traveler. For audit purposes, the original form may be submitted to the Accounts Payable Travel Administrator (keep a copy for departmental files) OR the original form may be maintained in the department's central file and a copy submitted to the Accounts Payable Travel Administrator. This written statement is required for compliance with the CAPP Manual, section 20335.

User Guides

If a traveler is unsure which model to use, the traveler should contact his/her supervisor. No matter the model used, travelers must adhere to all published travel policies and procedures.

Model 1: Traveler-Delegate-Traveler-Approver - TRAVELER GUIDE (rev 3/26/2013)

Model 1: Traveler-Delegate-Traveler-Approver - DELEGATE GUIDE

In Model 1, the traveler creates the Travel Authorization (TA) or Travel Request (TR) in TEM. Before submitting the TA/TR for approval, the traveler sends an e-mail to the delegate (fiscal tech) indicating the TA/TR is ready for review. Once the delegate has completed the review, the traveler receives e-mail notification that the TA/TR is ready for final review and submission to the approver.

Model 2: Delegate-Traveler-Approver - TRAVELER GUIDE (rev 3/26/2013)

Model 2: Delegate-Traveler-Approver - DELEGATE GUIDE

In Model 2, the delegate creates the TA/TR and submits to the traveler. The traveler receives e-mail notification that the TA/TR is ready for final review and submission to the approver.

Model 3: Traveler-Approver - TRAVELER GUIDE (rev 3/26/2013)

In Model 3, the traveler creates the TA/TR and submits to the approver.


The approver guide is intended for authorized approvers (all Models apply). It will guide approvers through the steps for reviewing and approving an Authorization and Expense report for the travelers in the department.
COMPLETING THE HARD COPY VOUCHER

To print the travel estimate or the travel reimbursement form, you must complete all of the required fields for that particular form. The "Required Cell Info" tab will provide you with the names of the required fields. Unless all required cell information is entered, you will NOT be able to print the form when macros are enabled.

**Travel Reimbursement Form**

General User Information:

- Personal Vehicle Use Statement (state employees only) – required when personal vehicle used
- Name (cell J9)*
- Address (cell K11)
- City (cell J13)
- State (cell J14)
- Zip Code (cell N14)

Exceptions to the practice of using the employee's home address must be discussed with the Director of Finance and Accounting Operations at 3-4795.

- UIN (cell O15)*
- SSN – non-ODU travelers (cell AC15)
- Contact Name (cell M16)*
- Contact Phone (cell M18)*
- Title (cell AL14)

* If you completed the Travel Estimate portion of the Consolidated Travel Form, these fields fill in automatically.

Reimbursement Voucher:

- Date, 1st row of voucher items (cell B27)
- Location, 1st row of voucher items (cell G27)
- Budget Code (cell H38)
- Sub-Account (cell W38)

*When the budget code is entered, the name of your travel team will display.*

- Printed Name & Title of Traveler’s Supervisor (cell AI20)
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

- Departure Time – required for overtime meals only
- Return Time – required for overtime meals only

Certification of Traveler and Date (REQUIRED): The traveler must sign his/her name in ink and indicate the date the voucher is given to the traveler's supervisor. Failure to include the date could result in the voucher being returned without action. By signing the travel reimbursement request, the traveler is certifying as to the accuracy of all information and the legitimacy of the travel. (No signature stamps will be accepted.)

Traveler’s Title (REQUIRED)

Traveler's Supervisor and Date (REQUIRED): The Traveler's supervisor must sign and date the voucher in ink. The supervisor must be on the authorization list to charge the budget. Failure to include the date could result in the voucher being returned without action. The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper. (No signature stamps will be accepted.)

Printed Name & Title of Traveler’s Supervisor (REQUIRED)

The date must be provided by both the traveler and by the supervisor. This serves as verification that both have met the state's requirements for submission.
**Entering Travel Data**

**Date (column 1):** Expenses are to be itemized on a daily basis -- not summarized for the duration of the trip.

**Description (column 2):** Provide details of the travel activity.

Meal per diem, hotel, personal mileage, rental car, parking, tolls, etc.

**Note:** The name of toll facilities must be provided. Receipts are required if tolls are $10 or more.

**Miles Traveled (column 3):** The miles traveled between each point must be stated on the travel voucher whenever a claim is made for reimbursement for mileage. All travel must be over the most direct practical route. Mileage claimed should be by actual odometer readings, not by estimation.

**Mileage Rate (select the appropriate rate from the drop-down box— refer to Mileage Reimbursement Rates)**

**Mileage or Fares (column 4):** Automatically calculates mileage reimbursement amount based on miles traveled and reimbursement rate selected (no entries are made in this column).

**Auto Expense (column 5) - receipts required:**

Expenses for commercial car rentals
All expenses for gas, oil, and maintenance (may not be claimed for personal vehicle use)

These expenses must be itemized under "Description" (column 2) and justified in an attachment to the travel voucher.

**Meals (column 6):**

All M&IE per diem charges and reimbursable meal/tip expenses for non-overnight travel must appear in this column. The amount for each day should be shown as one entry.

**Using Per Diem** -- select the appropriate per diem (full or 75%) from the drop-down box for the location of travel - you can see the Lodging and Meal per diem rates for both in-state and out-of-state locations on the *Per Diem M & L Rates* tab in the Consolidated Travel Form (for cities not listed, use the standard rate)
NOTE:

Some departments may choose to reimburse employees for actual expenditures (up to the M&IE per diem amount) rather than the M&IE per diem. Receipts are required in those instances. Please indicate whether you are claiming the M&IE per diem on the travel voucher. If the traveler is using actual cost for meal expenses, indicate the number of meals in column 2 (description) and whether breakfast, lunch, or dinner.

Travelers may NOT claim an amount greater than the M&IE per diem even with supporting receipts.

Business Meals/Overtime Meals – enter the dollar amount for the meals claimed – in column 2, indicate business-related meal or overtime meal and whether breakfast, lunch, or dinner.

The number of meals is not required where the M&IE is claimed. However, if a meal expenditure (defined as the amount claimed on the travel voucher) of $75 or more is incurred, it must be listed on a separate line on the travel voucher and a receipt is required. If official business meals are claimed for persons other than the traveler, the names and reason must be given, and the Business Related Meal Expense Statement must be completed and attached.

Lodging (column 7): The original receipt is required.

Report all expenditures for lodging, including Pullman berth or seat, in this column. List each day’s charges separately. You can see the Lodging and Meal per diem rates for both in-state and out-of-state locations on the Per Diem M & L Rates tab in the Consolidated Travel Form (for cities not listed, use the standard rate). If lodging exceeds the allowable rate, be sure to complete the Lodging Exception Request.

NOTE:

If travel was to a foreign destination, you must attach printouts of the appropriate per diem/lodging rates in effect for the time of travel. If you made payment via the Internet, you must provide the hardcopy final (payment) page from the Internet showing the total cost and confirmed services.

Other (column 8): All reimbursable expense items not covered in the preceding columns must be listed here. A description of each item must be given in the description column.

Examples include business telephone calls, airfare, parking, tolls, etc. Provide receipts and justification, as required.
**Accounts Payable, Part 1: Travel Training**

**Amount and Totals:** Calculates automatically.

Please submit your travel reimbursement vouchers in U.S. dollars/English – please print the page from whatever currency conversion calculator that you do use and attach to your travel reimbursement voucher.

**Budget (REQUIRED CELL)**

In the space provided, indicate the budget code to charge for the travel. If more than one budget code is to be charged, the amount to be charged against each budget must be provided – hand write additional budget codes.

**Split-coding between Commonwealth/Other ledgers** - If the travel is to be split-coded between a Commonwealth budget and a Local budget, you must submit a separate voucher for Commonwealth and one for Local. The vouchers should be submitted for payment at the same time.

**Sub-Account** – Refer to the list of travel sub-accounts.

**Total Sheet 2:** If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler’s name on the continuation sheet.

**Total Sheet 3:** If you use the Travel Expense Reimbursement Continuation Sheet, it is linked to the voucher. Be sure to include the traveler’s name on the continuation sheet.

**Need more space?** If you need more than two continuation sheets, you will need to complete another Travel Expense Reimbursement Voucher. Submit both vouchers at the same time.

**Grand Total:** Calculated automatically, this is the total of all expenditures, including the continuation sheet.

**Amount Advanced:** Any advances related to this travel must be listed here

**Payment/(Due to Agency):** Calculated automatically, this figure is the total amount due to the employee and should be the grand total of all expenses listed on the voucher.
### TRAVEL EXPENSE REIMBURSEMENT VOUCHER

**OLD DOMINION UNIVERSITY**

Prepare electronically using this form. Use the continuation sheet when necessary.

| Traveler's Name | Address | City | State | Zip | SSN | UN | Contact Name | Contact Phone | Department | Budget Code | Purpose of Trip | Transportation | Mileage Rate | Mileage | Other Expenses | Lodging | Per Diem | Total |
|----------------|--------|-----|-------|-----|-----|----|--------------|--------------|-------------|-------------|--------------|----------------|---------------|-------------|----------|---------------|---------|---------|-------|
|                |        |     |       |     |     |    |              |              |             |             |               |                |              |            |          |               |         |         |       |

**STATE EMPLOYEE?**

- YES [ ]
- NO [ ]

**SIGNATURE OF TRAVELER**

*Date*

**STATE EMPLOYEE**

- YES [ ]
- NO [ ]

**TITLE**

*Date*

**PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY**

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS. SEE ADDITIONAL CERTIFICATIONS BELOW.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
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</table>

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS FOR THE COMMONWEALTH. SEE ADDITIONAL CERTIFICATIONS BELOW.

**TRAVELER’S SUPERVISOR’S SIGNATURE**

*Date*

**TRAVEL EXPENSE REIMBURSEMENT VOUCHER**

- ATTACH THE ORIGINAL "ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form" required for all overnight travel TO THIS VOUCHER.
- ALLEGHENY UNIVERSITY ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING
- Revised 09/02/2010

**Always use the current form.**

**Needs**

- Budget Code: 
- Personal Vehicle Use Statement
- State Employee
- Purpose of Trip
- Transportation
- Mileage Rate
- Mileage
- Other Expenses
- Lodging
- Per Diem
- Total

**How to Use**

1. **Budget Code**
   - Budget Code is required.
   - Enter the appropriate code.
2. **Transportation**
   - Select the appropriate mode of transportation.
3. **Purpose of Trip**
   - Select the purpose of the trip.
4. **Mileage**
   - Enter the mileage traveled.
5. **Other Expenses**
   - Incurred for the purpose of the trip.
6. **Lodging**
   - Enter the amount spent on lodging.
7. **Per Diem**
   - Enter the per diem amount.
8. **Payment**
   - Enter the payment.

**Required fields**

- Requires original signature and date for traveler and supervisor.
- Be sure to attach all required approval forms.
- Travelers may not approve their own travel-related documents.

**Attach the travel estimate when required**

**Charges for airfare, parking, business telephone calls, rental car charges, etc., are entered in column 8. Itemize in column 2.**

**Department/Return Information**

- Required when claiming overtime meals only.

**Purpose of Trip**

- Required when claiming overtime meals only.

---

*The traveler certifies that any tickets/registrations/etc., associated with this reimbursement request were paid for in full and in advance by the traveler and not by any*
### Travel Expense Reimbursement Voucher

**OLD DOMINION UNIVERSITY**

**CONTINUATION SHEET**

**Traveler Name:**

PREPARE ELECTRONICALLY USING THIS FORM. USE THE CONTINUATION SHEET WHEN NECESSARY.

<table>
<thead>
<tr>
<th>1. DATE</th>
<th>2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.</th>
<th>3. MILES TRAVELED</th>
<th>4. MILEAGE SELECTED</th>
<th>5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)</th>
<th>6. PER DIEM AMOUNT</th>
<th>7. LODGING (SHOW PULLMAN SEPARATELY)</th>
<th>8. OTHER (ITEMIZE IN SECOND COLUMN)</th>
<th>AMOUNT</th>
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**TOTALS**

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*Use the current form*

*Page 2 of*

*Agency No. 221*

*Use this continuation sheet when additional space is needed – be sure your name and department are shown – there are 2 continuation sheets – if you need more than that, submit another voucher at the same time*
Submitting the Voucher

The entire voucher (with original signatures and dates) together with appropriate receipts and supporting documentation should be submitted to the Accounts Payable Department. All required approval documentation should be attached:

- ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (with appropriate sections completed)
- Hard-copy confirmations of expenses if online methods were used to procure services
- Printout of appropriate the per diem rate table for international destinations
- Currency conversion information for international travel
- All international travel - receipts converted to English and U.S. Dollars
- All required receipts (business meals, car rentals, etc.)
- Business Related Meal Expense Form, if required
- Copy of travel advance form, if applicable
- All miscellaneous items must be within University travel guidelines, or justification must be noted on the travel voucher.
- Cost/benefit analysis for use of Chartered Aircraft and the Approval for use of Chartered Aircraft.
- Approval for use of personal aircraft and documentation of comparable costs for other travel means.
- 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.

NOTE – tape original receipts for each purchase to a blank 8 ½” by 11” sheet of plain paper. Use as many sheets as required. Tape the top and bottom of each receipt but do not cover any information with the tape (receipts can be mutilated by the tape, rendering the information unreadable).

Submission Timing (applies to hard-copy form and automated TR)

- **Employee** - The voucher should be presented by the employee to the supervisor for approval within thirty (30) calendar days after completion of the trip where overnight travel is involved. Employees on continuous travel should request reimbursement at least monthly. The voucher should be signed and dated by the employee.

- **Traveler’s Supervisor** - 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. Please ensure that the supervisor’s name and title have been entered.)
Accounts Payable, Part 1: Travel Training

- 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.

- **Accounts Payable Travel Processing** - If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is seven (7) to ten (10) working days from receipt of a complete and accurate voucher. Vouchers processed by the travel processor by Tuesday should be deposited by Friday (if processed after Tuesday, the funds will be deposited on Thursday of the next week) as long as the voucher is submitted correctly.

  **Incomplete Documents/Processing Time** – 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.

**Direct Deposit** - 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.**

Travelers should complete the enrollment form (sample form, next page) 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 Linda Wallace in Accounts Payable. The form is available from the Office of Finance web site under Faculty/Staff forms. You can find the URL for the form below:

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/pettycash_travel_dd.doc
OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE
TRAVEL/PETTY CASH REIMBURSEMENT
DIRECT DEPOSIT ENROLLMENT FORM

[ ] Please have my travel/petty cash reimbursements directly deposited to my account at the financial institution shown below. I agree to notify the Employee Travel/Petty Cash Coordinator immediately of any changes to the information so that payments to me are not disrupted.

1. ENTER EMPLOYEES INFORMATION (Please type or print clearly)

   UIN (University Identification #) NAME (LAST, FIRST, MIDDLE) TELEPHONE NUMBER
   ___________________ ___________________ ___________________
   ODU e-mail address for deposit notifications: ___________________@odu.edu
   Only employees who provide an active Old Dominion University e-mail address on this form (i.e., name @odu.edu will be notified via e-mail when a reimbursement is deposited.

2. ENTER BANKING INFORMATION (Please complete fully)

   BANK NAME BRANCH ADDRESS
   ___________________ ___________________
   [ ] ESTABLISH [ ] CHECKING
   [ ] CHANGE [ ] SAVINGS

   > ATTACH HERE <

   Please staple a voided blank check with the bank’s imprinted account number. (Required)

   I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account in the amount of the adjustment.

   EMPLOYEE’S SIGNATURE ___________________ DATE: ___________________

   Send completed form to Linda Wallace in Accounts Payable Audit (lwallace@odu.edu)

   FOR OFFICE USE ONLY

   Accounts Payable Audit [ ]
   Function: ADD _____ DELETE_____ CHANGE_____
   Keyed by ____________ Date__________ Reviewed by ____________ Date__________

   General Accounting [ ]
   Function: ADD _____ DELETE_____ CHANGE_____
   Keyed by ____________ Date__________ Reviewed by ____________ Date__________

   Revised 02/19/2008
TRAVEL REIMBURSEMENT REQUIREMENTS (All travelers must comply)

Although not all-inclusive, the following information is **required** for expense reimbursement and must be submitted with the Travel Expense Reimbursement Voucher by the traveler:

- Social Security Number - non-University employees (IRS requirement)
- **UIN - University employees**
- 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 – travelers may not approve any of their own travel-related documents)
- Reason for travel
- Hard-copy confirmations (**payment page**) of expenses if online methods were used to procure services (i.e., hotel, airline tickets)
- Reason for internet usage, business phone calls or facsimiles (see cell phone substantiation rules)
- Printout of appropriate per diem rate table for international destinations
- Original itemized, zero-balance receipt for lodging (show payment method and if paid by credit card, the last 4 digits of credit card #)
- Receipt for each meal expenditure of $75 or more (IRS requirement)
- Receipt for registration fees (show payment method and last 4 digits of credit card #)
- Receipt required for public transportation (i.e., air, rail, etc – show payment method and last 4 digits of credit card #)
- Work hours and overtime hours for overtime meals
- Approval for use of private or chartered airlines/State-owned aircraft – include cost benefit analysis and associated documentation
- Baggage fee noted in description and provide justification/reason (i.e., agency standard).
- 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.)
- Documentation about cost for single room plus cost for additional persons staying in the hotel room

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursement requests. Travel reimbursements will not be made from travel charge card statements or tissue receipts. **Each day’s expenses must be shown separately on the voucher.**

Travelers must submit the Travel Expense Reimbursement Voucher to the supervisor within thirty (30) calendar days after completion of the trip where overnight travel is involved. **Employees on continuous travel should request reimbursement at least monthly.** **Supervisor’s name and title must be entered.**

**Certifications by Traveler and Supervisor**

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.

Travelers are reminded that items paid via purchase order or the PCard should NOT be claimed for reimbursement on the Travel Expense Reimbursement Voucher, since the items have been directly paid to a vendor.

**Submitting a false claim for reimbursement constitutes fraud.**
The forms shown below can be downloaded from the Office of Finance web site, unless otherwise noted.

- **Travel and Expense Certification Form** – This form must be completed once by all travelers who utilize the Travel and Expense Reporting System (TEM). For audit purposes, the original form may be submitted to the Accounts Payable Travel Administrator (keep a copy for departmental files) OR the original form may be maintained in the department’s central file and a copy submitted to the Accounts Payable Travel Coordinator. This written statement is required for compliance with the CAPP Manual, section 20335.

- **Consolidated Travel Form** (Excel) – Travelers should ensure that they are using the most recent form posted on the Office of Finance web site. All travelers must use the consolidated form when seeking reimbursement of travel-related expenses. The form contains the current meal per diems, current lodging rates, and current mileage rates. Required fields are noted and the respective forms that reside on the tabs cannot be printed unless all required information is entered. Be sure that macros are enabled. **If a field changes your text to a different format (i.e., converts time to date), put a label in front of your text so that Excel identifies the information as text that should not be changed.**

**Travel Estimate Tab** - ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form - This form must be completed in advance of any OVERNIGHT travel. The section for excessive lodging must be completed only if lodging costs exceed the published guidelines. Out of Country travel approval is required for all travel outside the United States. Certain information on this form links to the Travel Expense Reimbursement Voucher. Travelers may not approve their own travel-related documents.

**Travel Reimb Tab** - Travel Expense Reimbursement Voucher - This form is used to request reimbursement for expenses incurred as a result of University travel and must be submitted within 30 calendar days upon return.

**Travel Reimb Cont Sheet Tabs (2)** - used when expenses won't fit on the Travel Expense Reimbursement Voucher

- Business-Related Meal Expense Statement (Word)
- Corporate Travel Card – Employee Agreement (completed when initial card received and annually thereafter)
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

- Request for Travel Advance and Summary of Travel Expenses Form (Word) – *Travelers may not approve their own travel-related documents.*
- Request for Student Travel Advance Form (Word)
- ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form (Word)

The chart on the following page is provided as a quick reference about many travel-related forms. Please refer to specific information in these training materials for more details and requirements.

*All forms may not be referenced, and other documentation may also be required.*
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

<table>
<thead>
<tr>
<th>Form Submission Chart (not all inclusive of requirements)</th>
<th>Why It’s Needed</th>
<th>Who Can Approve</th>
<th>Timing</th>
<th>Additional Requirements</th>
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<tbody>
<tr>
<td><strong>ODU Travel Estimate (Travel Estimate tab of the Consolidated Travel Form) or TA</strong> (attach signed original to travel voucher or indicate that the original form in AP*)</td>
<td>Required for all overnight travel</td>
<td>Dean or Director reporting directly to a Vice President **</td>
<td>In advance of travel.</td>
<td>Signed/approved copy must be attached to travel advance requests or purchase orders associated with travel. Original must be included with Travel Voucher *</td>
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<tr>
<td><strong>For Travel Outside the Boundaries of the United States and Its Territories - on the Travel Estimate tab of the Consolidated Travel Form, provide funding source - requires signature of Provost/Vice President for Academic Affairs</strong> (attach signed original to travel voucher or indicate original form in AP*)</td>
<td>State requires pre-approved for all international travel</td>
<td>Budget Unit Director, Dean/ Director, and Vice President signatures required – some travel may require approval from Richmond **</td>
<td>In advance of travel – recommended 30 days in advance as a minimum</td>
<td>Signed/approved copy must be attached to any travel advance requests *. Original must be included with Travel Voucher. Must be submitted in U.S. Dollars and currency conversion method attached.</td>
</tr>
<tr>
<td><strong>Business-Related Meal Expense Statement</strong> (attach signed original to travel voucher)</td>
<td>Meals not associated with overnight travel are not allowed unless specific requirements are met.</td>
<td>Signature of traveler required</td>
<td>When reimbursement voucher submitted</td>
<td>Original attached to Travel Voucher – receipt required</td>
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<tr>
<td><strong>Request for Travel Advance and Summary of Travel Expenses Form</strong> (attach a copy to your travel voucher)</td>
<td>Required if traveler is requesting travel funds in advance to cover out of pocket expenses – restrictions apply</td>
<td>Signature of traveler required – approval of budget unit director or someone higher in the organizational structure **</td>
<td>Approximately 2 weeks prior to travel – checks available 3 days before travel occurs</td>
<td>Traveler should have (or be applying for) a Corporate Travel Card – Travel Voucher must be submitted to reconcile advance – show advance amount on travel voucher</td>
</tr>
<tr>
<td><strong>Request for Student Travel Advance Form</strong> (attach a copy to your travel voucher)</td>
<td>Required if student traveler requesting travel funds in advance to cover out of pocket expenses</td>
<td>Signature of student traveler required – approval of budget unit director – make sure student aware of stipulations</td>
<td>Approximately 2 weeks prior to travel – checks available 3 days before travel occurs</td>
<td>Limited to $100 – other travel arrangements should be prepaid – Travel Voucher must be submitted to reconcile advance – show advance amount on voucher</td>
</tr>
<tr>
<td><strong>Travel Expense Reimbursement Voucher (Travel Reimb tab of Consolidated Travel Form) or TR</strong> (* indicate if Travel Estimate Form in AP)</td>
<td>To request reimbursement for travel expenses – official state business only</td>
<td>Signature of traveler required – approval of supervisor (must be on signature list) or someone higher in the organizational structure than traveler **</td>
<td>Submit to supervisor within 30 calendar days of travel, supervisor must submit to AP within 3 work days of receipt from employee</td>
<td>Attach original signed ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (or indicate original form in AP*) – must be signed and dated by the traveler and supervisor.</td>
</tr>
<tr>
<td><strong>Travel Expense Reimbursement Voucher continuation form (Travel Reimb Cont Sheet tab of Consolidated Travel Form) or TR</strong></td>
<td>As a continuation of travel expenses</td>
<td>Same as Travel Expense Reimbursement Voucher **</td>
<td>See Travel Voucher</td>
<td>Must be attached to Travel Voucher – be sure your name is on the cont. sheet</td>
</tr>
<tr>
<td><strong>Lodging Exception Request - located on the Travel Estimate tab of the Consolidated Travel Form</strong> (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or TR – complete Lodging Exception Request - Must be completed and approved by Director of Finance and Accounting Operations in advance of travel. Attach original to travel voucher – or indicate original in AP*)</td>
<td>Must be used when lodging costs exceed published per diem amount</td>
<td>Budget Unit Director must sign, Director of Finance and Accounting Operations may approve up to 50% over guidelines, exceptions more than 50% over guidelines must be submitted to Richmond for approval **</td>
<td>Allow sufficient time to obtain approvals – submit to AP IN ADVANCE of travel</td>
<td>Attach original, signed and approved form to travel voucher (or indicate original in AP*)</td>
</tr>
</tbody>
</table>

** Travelers may not approve their own travel-related documents – approval must be provided by someone higher in the organizational structure.
COMMON REASONS WHY TRAVEL VOUCHERS ARE REJECTED OR DELAYED

- No approved Travel Estimate attached – **required for all overnight travel**
- Traveler’s UIN (employees)/social security number (non-employees) not provided (**REQUIRED** – form will not print without this information)
- No dates at the top of the form (next to signatures) – **required for audit trail**
- No printed name and title of traveler’s supervisor (**REQUIRED**)
- Each day’s expenses not shown separately (**REQUIRED**)
- Individual Approving travel voucher for payment not on authorized signature list (**REQUIRED**)
- Individual Approving payment not higher in organizational structure than traveler (**REQUIRED**)
- No approval for payment (**REQUIRED**)
- Voucher submitted more than 30 days after trip without explanation attached
- Special approval form(s) not attached (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or automated TA – Travel Estimate tab of Consolidated Travel Form)
  
  For out of country travel – must include full details of the international trip.
- Times of departure and return not provided (**Required when claiming overtime meals only**)
- No signed justification for what appear to be excessive lodging and/or meal expenses (**REQUIRED – must be obtained in advance from Director of Finance and Accounting Operations**)

Complete the **Lodging Exception Request** on the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form, Travel Estimate tab of the Consolidated Travel Form or the automated Travel Authorization (TA) – **MUST BE APPROVED IN ADVANCE BY the Director of Finance and Accounting Operations – is the original in AP?**
No supporting bills, receipts, invoices – be sure to provide a zero-balance bill showing method of payment and last 4 digits of credit card (REQUIRED when services/goods can be purchased with PCard)

No hard-copy confirmation of expenses (payment page) if online methods were used to procure services (REQUIRED)

No printout of the appropriate per diem rate table for international destinations (REQUIRED)

Voucher not submitted in U.S. dollars/English (REQUIRED)

No currency conversion confirmation included (REQUIRED)

Supporting bills, receipts, and invoices do not equal amounts claimed

No purpose of travel listed (REQUIRED - – form will not print without this information)

No original signature of traveler/supervisor (REQUIRED)

Individual approved own travel-related documents – (if the traveler is the budget unit director, approval must be obtained from someone higher in the organizational structure)

Copy of car rental form not provided when seeking reimbursement for fuel charges (cannot claim fuel charges for personal vehicle usage)

Car rental insurance claimed (this is not allowed)

Add on GPS charges – NOT ALLOWED

No budget code provided (REQUIRED - form won’t print without this information completed)

Refueling fees for rental vehicles (not allowed - reimbursement for actual expenses for gas/oil allowed with supporting receipts/copy of rental agreement)

Failure to provide cost analysis for personal vehicle usage for daily mileage 100 miles or more (REQUIRED)

Failure to indicate on the voucher when the M&IE per diem is being used. Departments can choose to reimburse employees for actual meal expenditures, not to exceed the amounts shown on the M&IE table for the specified meals, but must supply receipts when this is the case. If using the M&IE per diem, do NOT attach meal receipts. (The Consolidated Travel Form contains the current M&IE rate table
and lodging and per diem rates for in-state and out-of-state locations – see the Per Diem M & L Rates tab.)

- Failure to include a copy of the travel guidelines from a grant, local fund, or contract OR a memo signed by the Principal Investigator/budget unit director indicating that there are no special travel guidelines contained in the grant, local fund or contract. (REQUIRED). If the grant or contract is silent on the issue, the travel guidelines apply.

- Failure to provide documentation of the cost of a single room and the cost for additional persons sharing the room when 2 or more sharing the room (REQUIRED).

- Failure to document baggage fee and justification/reason

- Failure to include approval/documentation/cost benefit analysis for use of chartered aircraft/personal aircraft
REVIEWING PAYMENT INFORMATION IN BANNER

In order to research travel expense reimbursement vouchers in Banner, you must have Accounts Payable Vendor Research access. Please attend Banner Finance and Budget training for full details on the Banner Finance research process.

♦ If a travel expense reimbursement voucher form is complete and accurate, Accounts Payable will key the reimbursement in Banner

  – INNI transaction by traveler’s name on FGITRND

  – From options pull-down menu, select “Query Document”

    – Takes you to FAIIINVE- the due date is the date the voucher was processed – if you need more details (trip dates, etc.) please contact your travel team

  – All reimbursements for ODU employees done via Direct Deposit
QUESTIONS?

If you have questions about the information contained in this handout, please contact one of the following individuals:

**Cori Duck** (cduck@odu.edu)
Accounts Payable Manager
683-6977

**Melissa Snowden** (msnowden@odu.edu)
Accounts Payable Travel Supervisor
683-5020

**BIG BLUE TEAM**
**Claudia James** (cajames@odu.edu)
Accounts Payable Travel Processor
683-5435

**MONARCH TEAM**
**Cecilia Turnbull** (cturnbull@odu.edu)
Accounts Payable Travel Processor
683-4964

**LION TEAM**
**Jay Hunemuller** (jhunemul@odu.edu)
Accounts Payable Travel Processor
683-6831

PROBLEMS, COMPLAINTS, EXCEPTIONS

If you have problems or complaints about the manner of service or need to request an exception, please contact the following individual:

**Melanie O’Dell** (model@odu.edu)
Director of Finance and Accounting Operations
683-4795
The University's travel policies and procedures are contained in this training document, and University travelers must adhere to the information contained herein, which may be more restrictive than the Commonwealth's travel regulations. You may refer to the Virginia Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual, section 20335 (Travel Regulations) for additional information. The web address below links you directly to the current PDF file containing the travel regulations dated October 1, 2010.

ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

ACCOUNTS PAYABLE
TRAVEL WORKSHOP SAMPLE QUESTIONS
(answers on the last page)

PART I: MULTIPLE CHOICE

DIRECTIONS: Please read each question carefully and circle the correct response. If more than one answer applies, circle as many as apply.

1. Travel Reimbursement Vouchers must be completed and submitted to Accounts Payable within how many days upon return from your trip?
   a. 1 to 8 after trip completion
   b. 10 to 15 after trip completion
   c. Within 30 working days
   d. Within 30 calendar days
   e. None of the above

2. The minimum amount that can be requested for an employee travel advance is:
   a. $200
   b. $100
   c. $50
   d. $25
   e. None of the above

3. The maximum amount that can be requested for a student travel advance is:
   a. $500
   b. $400
   c. $200
   d. $100
   e. None of the above
4. If a traveler on official business is involved in an accident while operating a rental car, what should be done:
   
a. Contact the state police or the local police of the jurisdiction where the accident occurred.
   
b. Notify the car rental contractor by calling the telephone number contained in the rental car agreement. Also, complete a contractor Vehicle Accident Report.
   
c. Contact Facilities Management of Old Dominion University and notify them of the accident.
   
d. Contact ODU's Office of Risk Management.
   
e. All of the above

5. Which statements are true about overtime meals?
   
a. Reimbursement for an overtime meal when not on overnight travel may be allowed when overtime must be worked for official business reasons.
   
b. An overtime meal allowance does not apply during overnight travel status.
   
c. An overtime meal allowance is allowed when overtime worked is in excess of the employee's normal, scheduled work hours.
   
d. Reimbursement for overtime meals is processed by Payroll.
   
e. All of the above.
   
f. None of the above.

6. Corporate Travel Cardholders must comply with a number of guidelines. Please circle all statements that apply:
   
a. Charge card balances must be paid in full by the due date.
   
b. Charge cards may be used only for reimbursable expenses incurred while conducting official state business.
   
c. Charge cards may be used to purchase airline tickets in emergency situations only.
   
d. All of the above
   
e. a and d only
7. Based on the meal guideline table, what are the amounts for **standard in-state daily lodging and M&IE expenses**?

   a. $77 lodging, $41 M&IE expenses
   b. $79 lodging, $26 M&IE expenses
   c. $84 lodging, $34 M&IE expenses
   d. None of the above

8. Based on the meal guideline table, what are the amounts for **standard out-of-state daily lodging and M&IE expenses**?

   a. $88 lodging, $46 M&IE expenses
   b. $54 lodging, $26 M&IE expenses
   c. $89 lodging, $34 M&IE expenses
   e. None of the above

9. What statements apply to receipts for public transportation, registration fees, and hotel charges?

   a. International receipts must be converted to U.S. dollars and English.
   b. Receipts must show a zero balance.
   c. If payment was made with a credit card for items that can be purchased with the PCard, you must provide the type of credit card used and the last 4 digits of the card number.
   d. Receipts must show method of payment.
   e. All of the above

10. Based on lodging guidelines, what is the maximum allowable amount for **standard in-state lodging**?

   a. $70
   b. $77
   c. $101
   d. $150
   e. None of the above

11. When an employee anticipates that out-of-pocket expenses for a specific trip will cause a financial burden, what form should be used to request funds in advance of the trip?

   a. Travel Advance Form
   b. Cash Advance Form
   c. Travel Reimbursement Form
   d. Business Related Meal Form
12. Where do employees submit Travel Expense Reimbursement Voucher and Travel Advance forms?
   a. Accounts Payable
   b. Cashiers' Office
   c. President's Office
   d. Personnel Office

13. Which statements are true about meals in conjunction with overnight business travel?
   a. Meals and certain other incidental travel expenses are reimbursable for overnight official business travel outside the traveler's official station.
   b. Reimbursement for such expenses shall be based on a fixed allowance.
   c. The M&IE per diem used corresponds to the location of related overnight travel.
   d. All of the above statements are true.
   e. None of the above statements are true.

14. What travel expenses cannot be advanced before the trip on the Travel Advance forms?
   a. Airfare expenses
   b. Car rental expenses
   c. Registration fees
   d. None of the above travel expenses can be requested on a Travel Advance form

15. What miscellaneous expenses are reimbursed as part of the M&IE per diem?
   a. Parking and tolls
   b. Meals
   c. Personal telephone calls
   d. Gratuities

16. For authorized overtime meals, how can funds be reimbursed?
   a. By claiming actual expenses, supported by a receipt, up to amount shown on the applicable M&IE rate table.
   b. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. The amount depends on the number of hours worked or traveled, when the overtime occurs, and whether the overtime took place within the official station or outside the official station.
   c. Employees cannot be reimbursed for overtime meals.
   d. None of the above.
17. What expenses will not be reimbursed by the Commonwealth?
   a. Expenses for children, spouses or companions while on travel status
   b. Alcoholic beverages
   c. Room maid tips and movie charges to hotel rooms
   d. None of the above will be reimbursed by the Commonwealth

18. Essential information needed to process the Travel Reimbursement Expense Voucher:
   a. Name and home address of traveler
   b. Traveler's signature and social security number (visitors and non-ODU employees) or UIN (employees)
   c. Authorized signature and department budget code
   d. All of the above

19. Questions concerning travel terms, procedures, and practices, etc., should be directed to:
   a. Accounts Payable Manager
   b. Cecilia Turnbull
   c. Melissa Snowden
   d. None of the above

PART II: TRUE OR FALSE

DIRECTIONS: Please answer TRUE (T) OR FALSE (F) for each of the following statements. Please read each statement carefully.

_____ 1. Any ODU employee can request a travel advance when traveling on University business.

_____ 2. The Lodging Exception Request can be completed after the trip takes place.

_____ 3. Travel outside the boundaries of the United States and its territories must be approved prior to the trip.

_____ 4. Approval of travel outside the boundaries of the United States and its Territories is required before requesting a travel advance.

_____ 5. Reimbursement for personal mileage of out-of-country travel will be at the rate established in the prior Appropriations Act.

_____ 6. If you are charged a baggage fee, you must document the expense in the description column and provide a reason for the charge.
7. All overnight travel must be approved in advance in writing.

8. Vehicle rental - the traveler should never inquire about a commercial discount rate when the vehicle is rented.

9. Rental vehicles should be refueled before being returned since refueling charges are usually very expensive.

10. When you submit the Travel Expense Reimbursement Voucher, please include the type of car rented (Economy, Compact, Two-Door, Full Size, etc.) in the description field.

11. Travelers will be reimbursed for actual expenses of car rental rather than at mileage rates, so receipts for the car rental and an accurate accounting of gas purchases must be submitted on the Travel Expense Reimbursement Voucher.

12. Insurance coverage offered by rental car contractors should be accepted.

13. An employee can be reimbursed for an overtime meal allowance when in overnight travel status.

14. Frequent flyer coupons earned while on official University business can be used for personal travel.

15. If an emergency situation arises and you need to change travel arrangements while on a trip, you may use the Corporate Travel Card to pay for any additional charges.

16. Noncompliance with Corporate Travel Card policies will result in revocation of charge card privileges without alternative cash advance options.

17. All damage, regardless of amount, and all accidents (both major and minor) must be reported to the State Police.

18. If an employee no longer travels on University business, the budget unit director should request that Accounts Payable cancel the employee’s Corporate Travel Card and ask that the employee return the card.

19. The rate of 24.6 cents per mile applies when the daily mileage is 100 miles or more and no cost/benefit analysis is provided to show that use of a personal vehicle is cheaper.

20. The IRS business rate of 56.5 cents per mile applies when the daily mileage is less than 100 miles.
21. Employees must have (or apply for) a Corporate Travel Card before requesting a travel advance.

22. Corporate Travel Card Application forms are available from Procurement Services.

23. Hourly employees can apply for a Corporate Travel charge card.

24. The individual cardholder is responsible for all charges made with the Corporate Travel Card. Charge card bills are sent to the cardholder's home address.

25. The reimbursement rate for use of a personal vehicle is $.20 per mile.

26. Personal charges are allowed on the Corporate Travel Card.

27. Travelers should select use of a luxury vehicle rental while on official business.

28. You can use any travel agency for making all business-related travel arrangements.

29. Travel advances for students are limited to $25.00.

30. Travel advances must be submitted a minimum of one month prior to the trip.

31. Employees can use their corporate travel charge cards to purchase airline tickets, but they will not be reimbursed until they file a travel expense reimbursement voucher.

32. CI Travel sends a courier to deliver electronic airline tickets.

33. Travel advances will not be processed for less than $100.

34. When on official business, employees may use their own personal car, a rental vehicle, or a state vehicle. The choice is up to the employee.

35. If a Corporate Travel Cardholder becomes 91 days delinquent, ODU will deduct the total delinquent charges from the cardholder’s pay and pay Bank of America directly.

36. If two or more people are traveling on official state business and staying in the same hotel room, the allowable lodging rate will be the lodging rate allowed in the area they are staying, plus the cost charged by the hotel for any additional persons in the room.
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

ACCOUNTS PAYABLE
TRAVEL WORKSHOP

(answers to sample test questions)

PART I: Multiple Choice

1. d    11. a
2. d    12. a
3. d    13. d
4. a, b, & c  14. d
5. e    15. b, c, d
6. a    16. b
7. a    17. d
8. a    18. d
9. e    19. a, b & c
10. b

PART II: True or False

1. F    19. T
2. F    20. T
3. T    21. T
4. T    22. F
5. F    23. F
6. T    24. T
7. T    25. F
8. F    26. F
9. T    27. F
10. T   28. T
11. T   29. F
12. F   30. F
13. F   31. T
14. F   32. F
15. T   33. F
16. T   34. T
17. T   35. T
18. T   36. T
SAMPLE FORMS

Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.

ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Form

Consolidated Travel Form (Excel)

   ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form
   Travel Expense Reimbursement Voucher
   Travel Expense Reimbursement Voucher Continuation Sheet
   Per Diem M & L Rates (shows meal and lodging per diem rates)
   Required Cells

Corporate Travel Card Application

Corporate Travel Card – Employee Agreement (completed annually)

Employee Travel Advance

Student Travel Advance

Business Related Meal Expense Form

Traveler’s Checklist
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE
TRAVEL/PETTY CASH REIMBURSEMENT
DIRECT DEPOSIT ENROLLMENT FORM

[ ] Please have my travel/petty cash reimbursements directly deposited to my account at the financial institution shown below. I agree to notify the Employee Travel/Petty Cash Coordinator immediately of any changes to the information so that payments to me are not disrupted.

1. ENTER EMPLOYEES INFORMATION (Please type or print clearly)

UIN (University Identification #)  NAME (LAST, FIRST, MIDDLE)  TELEPHONE NUMBER

_________________         ____________________                 ______________

ODU e-mail address for deposit notifications: __________________@odu.edu

*Only employees who provide an active Old Dominion University e-mail address on this form (i.e., name@odu.edu) will be notified via e-mail when a reimbursement is deposited.*

2. ENTER BANKING INFORMATION (Please complete fully)

BANK NAME  BRANCH ADDRESS

| | ESTABLISH | | CHECKING |
| | CHANGE | | SAVINGS |

> ATTACH HERE <

Please staple a voided blank check with the bank's imprinted account number. (Required)

I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

EMPLOYEE’S SIGNATURE ___________________________  DATE: ________________

Send completed form to Linda Wallace in Accounts Payable Audit (lwallace@odu.edu)

FOR OFFICE USE ONLY

Accounts Payable Audit [ ]

Function:   ADD____   DELETE____   CHANGE____

Keyed by___________  Date___________  Reviewed by___________  Date___________

General Accounting  [ ]

Function:   ADD____   DELETE____   CHANGE____

Keyed by___________  Date___________  Reviewed by___________  Date___________

Revised 02/19/2008

Be sure to include the voided blank check with your form – resubmit this AP Direct Deposit form if your banking information changes.

Be sure to sign and date this form.
ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

If you are using an old version of Excel (screenshot below shows an old version of the Consolidated Travel Form – be sure to use the most current form – available on the Office of Finance web site).

For the form to function properly, you MUST

- Set your security level in Excel to “medium” – see error message in the screen shot below. If your security level is set too high, this is the error message you’ll see.
- Each time you open the file, select “enable macros”
- Complete all required cells or the form will not print – refer to the Required Cells tab for specific information
CONSOLIDATED TRAVEL FORM – older version of Excel

*Each time* you access the excel file, you will be shown a security warning – you must click “Enable Macros” for the file to work properly. Also be sure that the security levels in both your browser and in excel are set to *medium*. – older version of Excel screenshot.

Select “Enable Macros”
NEWER VERSION OF EXCEL – the screenshot shows macros disabled. You must enable the content for the macros in the form to work. The Consolidated Travel form itself contains these instructions for enabling macros on the Welcome tab.

It is very important that the macros in this spreadsheet be enabled. To ensure that this happens, please do 1 of the following 4 things:
ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form

Use this form to 1) to provide an estimate of travel expenses and 2) to request approval for all overnight travel involving employees, students, visitors, and other business associates. It must be submitted to the Department Head for approval prior to incurring expenses.

2) When the lodging exceeds the allowable rate for the area traveled or 3) When travel will be out of the country. After approval is granted, a copy of this form must be attached to the travel expense reimbursement voucher, including registration and hotel payments, and attached to the PCard log maintained by the department, when applicable.

PURPOSE OF TRIP
- Conference
- Athletics
- Recruitment
- Presentation
- Investigations
- Field Work
- Education
- Other (Explain)

“IF MORE THAN 3 EMPLOYEES REQUEST APPROVAL TO TRAVEL TO THE SAME LOCATION/EVENT, A STATEMENT DOCUMENTING THE BUSINESS NECESSITY MUST BE KEPT IN THE DEPARTMENTAL FILES.”

LODGING EXCEPTION REQUEST (Required when lodging exceeds ALLOWABLE rate.) Approval by the Director of Finance and Accounting Operations prior to the trip is required.

Complete this section in advance when lodging exceeds allowable rate – must be approved by Director of Finance and Accounting Operations in advance of travel – include details of the international travel.

Provost/VP Academic Affairs must approve out of country travel – in advance of travel – include details of the international travel.
## PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

**STATE EMPLOYEE?**

- [ ] YES
- [x] NO

**SIGNATURE OF TRAVELER**

- [ ]

**TRAVELER'S SUPERVISOR SIGNATURE**

- [ ]

---

### TRAVEL EXPENSE REIMBURSEMENT VOUCHER

**OLD DOMINION UNIVERSITY**

**PREPARE ELECTRONICALLY USING THIS FORM. USE THE CONTINUATION SHEET WHEN NECESSARY.**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**UIN (ODU employees):**

**SSN (non-ODU employees):**

**Contact Name:**

**Phone:**

### Required fields

- **Budget Code not entered**

### Always use the current form.

- **This is the Travel Reimb Tab**

### Travel Team fills in automatically when budget code entered

### Required fields

- **Budget Code**

### Attach the original "ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form" required for all overnight travel TO THIS VOUCHER.

### 1. DATE

- **LOCATION AT WHICH EXPENSES INCURRED - BORROWED DATES EXPENSES MUST BE INCEained CITY**

### 2. TRAVEL EXPENSE REIMBURSEMENT VOUCHER

- **ASINCURRED POINTS AS INCURRED, METHOD OF TRANSPORTATION USED AND DAYS EXPENSES MUST BE DELIVERED DAILY.**

### 3. MILES TRAVELED

- **Select Mileage Rate (In Cents)**

### 4. MILEAGE

- **AMOUNT**

### 5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)

- **AMOUNT**

### 6. PER DIEM AMOUNT SHOWN EACH DAY

- **AMOUNT**

### 7. LODGING SHOW EACH DAY

- **AMOUNT**

### 8. OTHER EXPENSES (ITEMIZE IN SECOND COLUMN)

- **AMOUNT**

### TOTAL SHEET 2

- **0.00**

### TOTAL SHEET 3

- **0.00**

### GRAND TOTAL

- **0.00**

### AMOUNT ADVANCED

- **0.00**

### Payment/(Due to Agency)

- **0.00**

---

* The traveler certifies that any tickets/registrations/etc., associated with this reimbursement request were paid for in full and in advance by the traveler and not by any other sources.

---

**ATTACH THE ORIGINAL "ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form" required for all overnight travel TO THIS VOUCHER.**

**Requires original signature and date for traveler and supervisor – be sure to attach all required approval forms – travelers may not approve their own travel-related documents.**

**Charges for airfare, parking, business telephone calls, rental car charges, etc., are entered in column 8. Itemize in Column 2.**

**Departure/Return information required when claiming overtime meals only.**
**TRAVEL EXPENSE REIMBURSEMENT VOUCHER**

** Use current form

**OLD DOMINION UNIVERSITY**

**CONTINUATION SHEET**

PREPARE ELECTRONICALLY USING THIS FORM. USE THE CONTINUATION SHEET WHEN NECESSARY.

<table>
<thead>
<tr>
<th>1. DATE</th>
<th>2. LOCATION AT WHICH EXPENSE WAS INCURRED: POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.</th>
<th>3. MILES TRAVELED</th>
<th>Select Mileage Rate</th>
<th>4. MILEAGE</th>
<th>5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)</th>
<th>6. PER DIEM AMOUNT</th>
<th>7. LODGING (SHOW SEPARATELY)</th>
<th>8. OTHER (ITEMIZE IN SECOND COLUMN)</th>
<th>AMOUNT</th>
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</tbody>
</table>

**TOTALS** 0 0.00 0.00 0.00 0.00 0.00 0.00

**Use the continuation sheets when additional space is needed – be sure your name and department are shown – there are 2 continuation sheets – if you need more than that, submit another voucher at the same time**

**This is the Travel Reimb Cont Sheet**
### In-State Guideline Table (1)

<table>
<thead>
<tr>
<th>Standard</th>
<th>USE THE STANDARD RATE FOR ANY CITY NOT LISTED</th>
<th>Lodging</th>
<th>M&amp;IE Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptions</td>
<td>Abingdon (Washington County)</td>
<td>88</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Blacksburg (Montgomery County)</td>
<td>98</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Charlottesville (Albemarle &amp; Greene Counties)</td>
<td>115</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Chesapeake/Suffolk 10/1-5/31</td>
<td>77</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Chesapeake/Suffolk 6/1 - 8/31</td>
<td>86</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Chesapeake/Suffolk 9/1 - 9/30</td>
<td>77</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Chesterfield &amp; Henrico Counties</td>
<td>83</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Fredericksburg (Spotsylvania, Stafford and Caroline Counties)</td>
<td>88</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Loudoun County</td>
<td>108</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Lynchburg (Campbell County)</td>
<td>80</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Manassas (Prince William County)</td>
<td>88</td>
<td>56</td>
</tr>
</tbody>
</table>

### Out-of-State Guideline Table

<table>
<thead>
<tr>
<th>Standard</th>
<th>USE THE STANDARD RATE FOR ANY CITY NOT LISTED</th>
<th>Lodging</th>
<th>M&amp;IE Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptions</td>
<td>Arlington/Ft Worth/Grapevine, TX (Tarrant County)</td>
<td>139</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</td>
<td>133</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Austin TX (Travis County)</td>
<td>108</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Baltimore, MD 10/1 - 11/30</td>
<td>145</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Baltimore, MD 12/1 - 2/28</td>
<td>121</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Baltimore, MD 3/1 - 9/30</td>
<td>145</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Baltimore County, MD</td>
<td>97</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Boston/Cambridge, MA (Suffolk County)</td>
<td>221</td>
<td>71</td>
</tr>
</tbody>
</table>

*Sample data from the Per Diem M & L Rates tab – rates effective October 1, 2011 at ODU. The full list of current per diems is on the per diem tab.*
Travel Estimate worksheet required cells:

1. General user information:

<table>
<thead>
<tr>
<th>Cell</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E10</td>
<td>Name of Traveler</td>
</tr>
<tr>
<td>E11</td>
<td>Traveler Phone</td>
</tr>
<tr>
<td>J11</td>
<td>UIN (ODU employees)</td>
</tr>
<tr>
<td>E12</td>
<td>Department</td>
</tr>
<tr>
<td>K12</td>
<td>Budget Code</td>
</tr>
<tr>
<td>E13</td>
<td>Destination (s)</td>
</tr>
<tr>
<td>E14</td>
<td>Travel Departure Date</td>
</tr>
<tr>
<td>I14</td>
<td>Travel Return Date</td>
</tr>
<tr>
<td>E15</td>
<td>Contact Name</td>
</tr>
<tr>
<td>K15</td>
<td>Contact Phone</td>
</tr>
</tbody>
</table>

2. Estimated Cost:

<table>
<thead>
<tr>
<th>Cell</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E26</td>
<td>Transportation</td>
</tr>
<tr>
<td>E27</td>
<td>Lodging</td>
</tr>
<tr>
<td>E28</td>
<td>Meals</td>
</tr>
<tr>
<td>E29</td>
<td>Conf/Convention Registration Fees</td>
</tr>
<tr>
<td>E30</td>
<td>Training or Course Fees</td>
</tr>
<tr>
<td>E31</td>
<td>Other</td>
</tr>
</tbody>
</table>

3. Lodging Exception Request:

None

4. Travel Request Signatures/Approvals:

None

Lodging Exception request required when lodging exceeds allowable guideline

Original signatures and dates required before submission – travelers may not approve their own travel-related documents.
Travel Reimbursement Form worksheet required cells:

1. General user information:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>&quot;J9&quot;</td>
<td>Name</td>
</tr>
<tr>
<td>&quot;K11&quot;</td>
<td>Address</td>
</tr>
<tr>
<td>&quot;J13&quot;</td>
<td>City</td>
</tr>
<tr>
<td>&quot;J14&quot;</td>
<td>State</td>
</tr>
<tr>
<td>&quot;N14&quot;</td>
<td>Zip</td>
</tr>
<tr>
<td>&quot;O15&quot;</td>
<td>UIN</td>
</tr>
<tr>
<td>&quot;M16&quot;</td>
<td>Contact Name</td>
</tr>
<tr>
<td>&quot;M18&quot;</td>
<td>Contact Phone</td>
</tr>
<tr>
<td>&quot;AL14&quot;</td>
<td>Title</td>
</tr>
</tbody>
</table>

If you completed the Travel Estimate tab, some cells fill in automatically – **IF you enabled macros.**

2. Reimbursement Voucher:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>&quot;B27&quot;</td>
<td>Date (1st row of the voucher items)</td>
</tr>
<tr>
<td>&quot;G27&quot;</td>
<td>Location (1st row of the voucher items)</td>
</tr>
<tr>
<td>&quot;H38&quot;</td>
<td>Budget Code</td>
</tr>
<tr>
<td>&quot;AI20&quot;</td>
<td>Printed Name &amp; Title of Traveler's Supervisor</td>
</tr>
</tbody>
</table>
Please attach this form to the “Old Dominion University Commonwealth of Virginia Bank of America Employee Paid (Individual Liability) Travel Cards Employee Agreement (required annually)” form. This is not considered your application. This will give the Program Administrator the information to set you up as a user in the WORKS (Bank of America) system. You will receive a welcome e-mail from Works [mailto: WorksNoReply@works.com]. The subject of the e-mail will be “Commonwealth of Virginia Purchase and/or Travel Card Program - Welcome to the Works application!” Please do not delete this e-mail or consider it junk mail. Please refer to the Travel Charge Card procedure #6-730 to complete the application process.

Name of Traveler: _____________________________  Faculty  Staff
Traveler Phone: ______________________________ Traveler E-mail: _____________________________
UIN (ODU employees): ___________________________
Department: _____________________________ Budget code: _____________________________
Contact Name: _____________________________ Contact Phone: _____________________________

Purpose of Travel

- [ ] Conference
- [ ] Presentation
- [ ] Extraditions
- [ ] Athletics
- [ ] Investigations
- [ ] Field Work
- [ ] Recruitment
- [ ] Education
- [ ] Other (Explain)

Send completed paperwork to the Program Administrator in Rollins Hall - Office of Finance.

Program Administrator: Melissa Snowden
msnowden@odu.edu
(757) 683-5020

Backup Program Administrators: Cori Duck
cduck@odu.edu
(757) 683-6977

Barbara Stokes
bstokes@odu.edu
(757) 683-4813
Old Dominion University
Commonwealth of Virginia
Bank of America
Employee Paid (Individual Liability) Travel Card
Employee Agreement (required annually)

I, ______________________________, acknowledge that I have applied for a Bank of America Visa Employee Paid (Individual Liability) Travel Card. Upon becoming a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool which I will use to obtain travel related services and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency, Old Dominion University.

2. I understand that I am liable to Bank of America, for all authorized charges made on the Card.

3. I understand that Bank of America will send my card to the address on my card application and I will immediately notify Bank of America for any changes to my address and phone number.

4. I agree to use this Card for official state business travel only and agree not to charge personal purchases at any time. I understand that my agency, Old Dominion University, will review the use of this Card and will take appropriate action based on any discrepancies.

5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.

6. I agree to return the Card immediately upon request or upon termination of employment (including retirement) to include deducting any balance owed on my card at the time of termination from final paychecks. Should there be any organizational change that causes my department or budget code to likewise change, I also agree to return my card and arrange for a new one, if appropriate.

7. If the Card is lost or stolen, I agree to notify Bank of America and the Travel Program Administrator immediately.

8. I agree that I will pay the total amount due by the statement due date regardless if I have been reimbursed for those expenses.

9. I agree that if my Card balance becomes delinquent past 90 days, the agency, Old Dominion University, will deduct the delinquent funds from my paycheck and make the payment directly to Bank of America.

10. I agree not to send my entire 16 digit account number via email (including attachments), regular mail, or fax, or to photocopy the Card for any reason in order to keep my Card number as secure as possible.

11. I agree to hold the Card in a secure location so that no one else can access the Card and agree to not share my card number or other pertinent card information with anyone other than a vendor I am doing business with.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Budget Code/Department</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Travel Card Program Administrator's Signature</td>
<td>Date</td>
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</tbody>
</table>

Revised February 2011
**OLD DOMINION UNIVERSITY - REQUEST FOR TRAVEL ADVANCE**

**Part A – General Information** - Employees must have a Corporate Travel Charge Card to be eligible for a travel advance.

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Name</th>
<th>Organization Budget Code</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>UIN (8 digit University Identification Number)</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Departmental Mailing Address</th>
<th>Employee Phone Number</th>
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<tbody>
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</tbody>
</table>

- □ I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).

**Part B – Travel/Expenditure Description**

Advances will not be processed for less than $25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if the vendor does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order.

<table>
<thead>
<tr>
<th>Description (taxi, meals, parking, etc.)</th>
<th>Amount Requested</th>
<th>Supplemental Information/Justification</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Advance Request

(Less Cost to be paid by employee/Foundation) ( )

Net advance to employee

**Part C – Department Certification/Approval**

**TRAVELER’S RESPONSIBILITIES**

I certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required in an official capacity. I agree to remit to the university an approved travel reimbursement voucher within five working days after the travel is completed. I understand that the advance will be charged to the Corporate Travel Charge Card presented by me to secure this advance. I will be solely responsible for repayment of the advanced amount to the Corporate Travel Charge Card; however, I understand that Old Dominion University reserves the right to deduct the amount from any wages or benefits should the Corporate Travel Charge Card be in default.

Corporate Travel Card #_________________________

Signature of Traveler: __________________________ Date: __________

**DEPARTMENTAL APPROVAL:**

The above estimate of expenses and request for advance is approved.

Printed Name of Supervisor (if applicable): __________________________ Signature: __________ Date: __________

The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.

Printed Name of Budget Unit Director: __________________________ Signature: __________ Date: __________

Cashiers use only: Deposit charge amount to 015001-0276

Revised 08/22/2007
## OLD DOMINION UNIVERSITY - REQUEST FOR STUDENT TRAVEL ADVANCE

### Part A – General Information

- **Travel advances are discouraged for students but may be authorized for amounts not to exceed $100 for all advances.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Name</th>
<th>Organization Budget Code</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UIN (8 digit University Identification Number)</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Departmental Mailing Address</th>
<th>Student Phone Number</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

- **I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).**

### Part B – Travel/Expenditure Description

- **Advances will not be processed for less than $25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that $25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if the vendor does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order.**

<table>
<thead>
<tr>
<th>Description (taxi, meals, parking, etc.)</th>
<th>Amount Requested</th>
<th>Supplemental Information/Justification</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Total Advance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Less Cost to be paid by student/Foundation)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net advance to employee</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Part C – Department Certification/Approval

**STUDENT TRAVELER’S RESPONSIBILITIES**

I certify that I am utilizing University funds for approved student travel. I further certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required. I agree to remit to the university an approved travel reimbursement voucher within fifteen days after the travel is completed. I further agree to repay any funds not expended, within fifteen days after the travel is completed. I understand that the University will not allow me to register or to release my grades if I do not comply. I understand that even if the request is for group travel, I am personally responsible for the total amount of the advance and for reporting all costs on a travel voucher with receipts.

**Signature of Traveler:**  
**Date:**

**DEPARTMENTAL APPROVAL:**

The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.

**Printed Name of Budget Unit Director:**

**Signature:**

**Date:**

**Cashiers use only:**

Deposit charge amount to 015001-0276

Revised 08/22/2007
# BUSINESS-RELATED MEAL EXPENSE STATEMENT

**OLD DOMINION UNIVERSITY**  
(revised 08/17/2006)

<table>
<thead>
<tr>
<th>Date</th>
<th>Meal Expenses (receipts required)</th>
<th>Number of Meals</th>
</tr>
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<tbody>
<tr>
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<td>$</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Location (city and state--determines rate of reimbursement)</th>
<th>Meal Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Breakfast</td>
</tr>
<tr>
<td></td>
<td>☐ Lunch</td>
</tr>
<tr>
<td></td>
<td>☐ Dinner</td>
</tr>
</tbody>
</table>

## Names of all attendees (REQUIRED) – printed or typed

List the name, agency/company, and title of each person attending the business meeting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency/Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## Description of Business Discussed (REQUIRED)

Provide a complete description of the business discussed -- use additional sheets if necessary.

## Benefits to the University (REQUIRED)

Please provide a complete description of the benefits the University will receive. **Failure to provide sufficient detail will result in the meal being reported as income. Use additional sheets, if necessary.**

## Certification Statement

By signing this form, I certify that the meal expenses claimed on this form were business related, involved a substantive and bona fide business discussion related to the University's well-being, and provided benefits to the University.

<table>
<thead>
<tr>
<th>Signed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
TRAVELER’S CHECKLIST FOR OVERNIGHT TRAVEL (Ensuring Compliance with Commonwealth Travel Regulations) – 03/29/2013

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. Have you completed the “AP Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form?” Required for reimbursement.
2. Have you completed the “ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form” tab of the Consolidated Travel Form or the Travel Authorization (TA) in TEM? Required for all overnight travel.
3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging (refer to the current travel rate guidelines chart)? If yes, complete the “Request for Pre-Approval/Excessive Lodging tab of the Consolidated Travel Form or the TA in TEM. Approval of Director of Finance and Accounting Operations required in advance of travel.”
4. Are you Traveling Out of the Country? If yes, complete the out of country tab of the Consolidated Travel Form. Approval must be obtained from the Provost IN ADVANCE of your travel. Please attach complete trip information when submitting a request to travel out of the country.

**Original signed form must be attached to reimbursement request after travel completed.

5. Do you need a Travel Advance? If yes, you must complete the “Request for a Travel Advance and Summary of Travel Expenses form” located on the Office of Finance Web Site.
6. 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. 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. Submit the Travel Expense Reimbursement Voucher (Travel Reimb tab of the Consolidated Travel Form) or Travel Expense Report (TR) in TEM to your supervisor within 30 calendar days.

2. Did you do the following?
   a. All Overnight Travel – Did you attach the original “Travel Estimate/Excessive Lodging/Out of Country Approval Form” to your travel expense reimbursement voucher or the TA in TEM?
   b. 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://apvals.state.gov/web20_per_diem.asp
   c. 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?
   d. International Travel – Did you complete the appropriate section on the Travel Estimate tab? Obtain approval in advance?
   e. Did you receive a Travel Advance? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher.
   f. Did you document Commuting/Mileage on the completed travel expense reimbursement voucher?
   g. Did you list each day’s expenses separately?
   h. Is the individual approving your travel expense reimbursement voucher on the authorized signature list?
   i. 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 BCard? If yes, provide payment method and last 4 digits of credit card number, if applicable.
   m. Did you sign and date your travel expense reimbursement voucher? In ink?
   n. Did your supervisor sign and date your travel expense reimbursement voucher? In ink?