

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Submitting Travel Reimbursements

Proc #: 6-722

A. PURPOSE

The purpose of this guideline is to explain the submission process for the Expense Reports input in the Chrome River system. Supporting documentation is required for all expenditures.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Accounts Payable

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations”
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Accounts Payable Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

University Departments

H. INVOLVEMENT EXTERNAL TO ODU

APPROVED BY: Melissa Snowden

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Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

Submitting the Expense Report

1. All receipts and supporting documentation must be scanned and attached to the Expense Report, and originals must be centrally maintained in a department file.
2. All required approval documentation must be completed and attached when submitting the Expense Report – the list is not all inclusive:
 - a. All required receipts (business meals, car rentals, air, rail, etc.)
 - b. Receipt for each meal expenditure of \$75 or more (IRS requirement)
 - c. Receipts for public transportation, hotel, and registration fees must show a zero balance. The payment method is only required for items that can be procured with the PCard. If paid with a credit card, note the type of credit card (Visa, MasterCard, etc.) and the last 4 digits of the credit card in the Comments section.
 - d. Business Related Meal Expense Form, if applicable
 - e. Hard-copy of confirmations for expenses if online methods were used to procure services
 - f. Documentation about cost for single room plus cost for additional persons staying in the hotel room
 - g. Approval for use of private or chartered airlines, or State-owned aircraft
 - h. Pre-Approval Request – required for international travel only
 - i. All international travel – convert all receipts to English
 - j. Reason for business phone calls, internet access, Hotel Business Center charges or facsimiles
 - k. All miscellaneous items must be within University travel guidelines, or justification must be noted in the Comments section.
3. The Expense Report must be submitted by the employee to the supervisor for approval within sixty (60) calendar days after completion of the trip where overnight travel is involved or (in the case of continuous travel) within sixty (60) calendar days of the last day of travel for which reimbursement is requested.

Travelers must submit an Expense Report within fourteen (14) calendar days of completion of a trip for which a travel advance was obtained.

Expense Reports submitted more than 90 days after the trip will be paid through Chrome River and taxed as income through Payroll per IRS guidelines.
4. For all Expense Reports, the traveler's supervisor, and the Budget Unit Director (BUD) must approve the Expense Report electronically in Chrome River within five (5) working days after the report is submitted by the traveler. The report

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will be automatically routed to Accounts Payable for processing. The individual approving the payment will be the immediate supervisor/designee and the BUD authorized to charge the budget code.

5. **Upon submitting the Expense Report in Chrome River, the traveler agrees and certifies the accuracy of all information and the legitimacy of the travel. The electronic approval by the traveler's supervisor certifies that the supervisor agrees that the travel was necessary, and the requested reimbursements are proper.**
6. **Submitting a false claim for reimbursement constitutes fraud.**
7. If an Expense Report is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is five (5) working days from receipt of a complete and accurate Expense Report.
8. Expense Reports submitted that are incomplete or inaccurate will be returned for correction. The traveler will receive an automated email indicating the corrections required or listing the additional items needed to reimburse the expenses. For example, itemized receipts, pre-approval request, business related meal form, boarding passes, etc.
9. All travel and small business expense reimbursements are electronically deposited into the employee's checking or savings account. Reimbursements processed by Tuesday should be deposited Friday **as long as the Expense Report is submitted correctly**. Expense Reports processed after Tuesday should be deposited by Wednesday of the following week.
10. Travelers should complete the Accounts Payable direct deposit in Leo Online and update any new bank account information before submitting the Expense Report in Chrome River to ensure reimbursements are deposited into the proper account.
11. Reference the Chrome River Training Guide online in the Help Center for detailed instructions on submitting the Expense Report.

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Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.