

FORM INSTRUCTIONS:

This form should be used for requesting travel advances, reporting travel expenses and the settlement of these items. For a complete overview of the Travel Policy, go to: <https://researchfoundation.odu.edu/travel/>

1. **Travel Advance Requests** (Part A):

In the first column under (Part A) ADVANCE, indicate the amount you request for each item, plus the total advance requested. Obtain signatures required under ADVANCE APPROVAL and forward the entire form to the Research Foundation. The Foundation will retain a copy of the form and return the original to the traveler with the advance check.

The traveler completes Parts B and C upon return from the travel. Travel settlements or reimbursements are due no later than 10 days of completion of travel.

2. **Travel Expenses Report and Settlement** (Parts B and C):

Complete top of report if no advance was issued for Parts B and C. If an advance was provided, you must show expenses on the report which was returned to you. Obtain signatures required under Settlement and forward the entire form and supporting documentation to the Research Foundation. Any report which is forwarded without the required receipts will not be processed.

Return the completed expense report to the Research Foundation no later than 10 days from the completion of the travel. No new advance will be issued until all outstanding advances are settled. If you would like to retain a copy you will need to scan or copy.

Note: For local mileage reimbursement, a detailed log of date, destination and mileage is required to be attached to this report.