

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Travel Vouchers – General Requirements

Proc #: 6-720

A. PURPOSE

The purpose of this procedure is to provide the requirements for Travel Expense Reimbursement Vouchers as approved by the Commonwealth of Virginia and Old Dominion University. 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
Accounts Payable Proc. 6-721, Travel Vouchers-Completing Travel Reimbursements
Accounts Payable Proc. 6-722, Travel Vouchers-Submitting Travel Reimbursements

APPROVED BY: Melissa Snowden

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G. OTHER ODU OFFICES IMPACTED

University Departments

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. Employees, students, international travelers, non-employees and visitors must submit individual claims for reimbursement of travel expenses incurred while on official business for the Commonwealth on an Expense Report in the Chrome River system.

Incomplete Expense Reports will not be processed but will be returned for correction so the traveler can provide the missing information or data.

2. The Chrome River travel reimbursement system may be utilized by employees, students and international travelers. The traveler must log into Chrome River using their assigned Midas ID and password.

A University employee will input travel expenses for non-employees.

3. The traveler's supervisor and the Budget Unit Director (BUD) must approve the completed Expense Report in Chrome River. **The BUD must be on the authorized signature list to approve expenses for the budget.**
4. The name and identification of each additional person must be noted in the Comments section, and sufficient justification for the payment must be attached to the Expense Report, if the traveler is requesting reimbursement of expenses other than his/her own.
5. Exceptions that allow for expenditures in addition to these regulations must be referenced on a memorandum or other supporting documentation that must be attached to the Expense Report. The code section, executive order, directive, memorandum, or other official authorization must be included in the attachment.
6. Travel expenses for employees, individuals, spouses, friends, etc. not on official business for the Commonwealth are not considered valid State expenditures.
7. The traveler is responsible for the legitimacy and presentation of supporting documentation, i.e., receipts and special authorization forms.

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8. The authorizing department is responsible for verifying the legality, accuracy and completeness of the Expense Report.
9. The traveler and budget unit director are responsible for securing **all** advance approvals required and attaching the appropriately completed forms to the Expense Report, i.e., Pre-Approval Request for international travel.
10. The Department of Accounts performs a yearly audit of all charges.
11. All miscellaneous items must be within these travel guidelines or justification must be noted in the Comments section on the Expense Report.
12. If travel reimbursements are not claimed within prescribed schedules, the State Comptroller's Office may require an explanation of the delay.
13. **All outstanding travel reimbursement requests should be settled in full at the close of each fiscal year. Please adhere to the published Fiscal Year-End Closing Calendar deadlines.**
14. For additional information on completing and submitting the Expense Report refer to separate guidelines in procedures 6-721 and 6-722.

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.