

OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Travel - Public Carriers

Proc #: 6-725

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**A. PURPOSE**

The purpose of this procedure is to provide the regulations related to travel provided by public carriers as approved by the Commonwealth of Virginia and Old Dominion University.

**B. DESIGNATED STAFF**

Individual travelers  
Budget Unit Directors  
Accounts Payable

**C. PROCESSING CYCLE**

Daily or as required for business travel

**D. REQUIRED RESOURCE MATERIALS**

Pre-Approval Request online in Chrome River  
Expense Report online in Chrome River  
Agency Purchase Order  
Receipt or confirmation  
Boarding passes or ticket stub

**E. GOVERNING POLICIES AND PROCEDURES**

CAPP Manual Topic 20335 – State 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  
Chrome River Training Guide  
Accounts Payable Procedure 6-813, Procedure for Processing Prepayments

**G. OTHER ODU OFFICES IMPACTED**

University Departments

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APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 4/8/11

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PAGE NO: 1

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**H. INVOLVEMENT EXTERNAL TO ODU**

Vendors who provide goods or services to ODU

**I. PROCEDURE:**

ODU business travel costs for air, rail and bus fares may be paid by purchase order or small purchase charge card – PCard. Transportation costs incurred by an individual and charged on the travel card, personal credit card, or paid by cash or check will not be reimbursed until after the trip. Reimbursement for first-class or business class travel is prohibited.

Departments must submit an agency purchase order and an invoice to Accounts Payable to request a prepayment for airfare, train, or bus expenses. A copy of an approved Pre-Approval Request is also required for international travel. Refer to the Procedure for Processing Prepayments - #6-813.

**Air, Rail, Bus, Streetcar and Public Transit Expenses**

The following documentation is required for reimbursement of air, rail, bus, streetcar and public transit expenses:

- Expense Report
- Pre-Approval Request, if applicable
- Airfare, train, bus, or public transit receipt for metro, light rail, subway, and ferry
- Confirmation – required for services procured via internet
- Boarding passes or ticket stubs - required for services procured via internet
- Payment method – cash, check, or credit (type of credit card and last 4 digits)
- Baggage fees – include explanation for excess fees
- Ticket change fees – include explanation for fees (preferred coach seats, and changes to accommodate personal comfort, convenience and taste are not reimbursable)

**Shuttle and Taxi Fares**

The following documentation is required for reimbursement of shuttle and taxi fares:

- Expense Report
- Pre-Approval Request, if applicable
- Receipt – required if the fare exceeds \$75
- Reason for transportation

Note: A maximum tip of 15% of the taxicab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses.

**Records Retention:**

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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.