

Department of Sociology and Criminal Justice
Faculty Travel Checklist (updated 5/14/2025)

- **At least 2 weeks in advance of travel**, provide Calisa with the following information regarding your upcoming travel:
 - ❖ Dates of travel
 - ❖ Name of conference
- **Pre-paid Expenses.** Any pre-paid expenses should be made in advance by Calisa. Pre-paid expenses include: conference registrations, professional memberships (However, these must be initially approved by Academic Affairs.), airfare, train fare, and car rental (car rentals should always be made by Calisa in advance). Note that lodging cannot be pre-paid, but it is a reimbursable expense.
 - ❖ **Conference registrations and professional memberships can be processed at any time.**
 - ❖ **Pre-payments for airfare, train fare and car rentals cannot be made more than 90 days prior to the date of travel.**
- Even though airfare is pre-paid, **you are required to submit your boarding passes** upon return. If for any reason you fail to keep said passes, you will need to provide a memo explaining what happened them. (Simply stating you neglected to retain the passes is general enough).
- **Submit receipts for all reimbursable expenses**; if the receipts are less than 8 ½" x 11" in size, it makes it easier if they are taped to a sheet of paper with such dimensions. You may place as many receipts as a sheet of paper will accommodate; place them in chronological order by date and explain them if necessary. These will be scanned and submitted on Chrome but you should also **keep your hard copies for a period of three years.**
 - ❖ A list of non-reimbursable expenses (such as alcohol, replacement of stolen or lost items, and travel insurance) can be found here - [Non-Reimbursable Expenses - Old Dominion University \(odu.edu\)](#).
 - A note on tipping: Gratuities (tips) are **not reimbursable** since they are included in the **M&IE per diem**, **except for taxi or shuttle services**. A maximum tip of 15% of the taxicab or shuttle fare is reimbursable as a transportation cost that is separate from the M&IE per diem

- ❖ For meals, I recommend just using the daily allowed reimbursement. This saves you from having to save receipts and generally earns you more back.
- ❖ **Please make note: It is permissible to stay in a conference hotel where the daily rate is beyond the maximum allowable expense. However, if the rate is more than 200% of the allowed expense there is a possibility that you may not be reimbursed for the overage. This is left to the discretion of the Department Chair.**
- **All faculty complete their own ChromeRiver expense reports.**
 - ❖ <https://ww1.odu.edu/content/dam/odu/offices/finance-office/policies/travel/chrome-river-user-guide.pdf>
- **Pre-approval is required for all International travel (defined as outside the continental US) using ChromeRiver and should be completed at least one month in advance.**
 - ❖ **International Travel:** Alaska, Hawaii, and any territories (such as Puerto Rico) are all considered by the University to be “International Travel” – so you must get Pre-Approval for these locations otherwise they will refuse the charges (requiring the department to dip into their discretionary funds).
 - ❖ International travel cannot be pre-paid. Traveler would have to pay for the flight and seek reimbursement upon return.
- After all your travel arrangements and pre-paid expenses associated with your travel have been made, please use link #2 below to register your travel with the university.
- Important link for travel:
 - <https://www.odu.edu/facultystaff/university-business/travel>
 - <https://www.odu.edu/riskmanagement/advisories/travel-registry>