

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Conferences – Registration Fees

Proc #: 6-711

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**A. PURPOSE**

The purpose of this procedure is to discuss the regulations related to conference travel as approved by the Commonwealth of Virginia and Old Dominion University.

**B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)**

Individual travelers  
Budget Unit Directors  
Office of Finance

**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  
Misc. Receipts

**E. GOVERNING POLICIES AND PROCEDURES**

CAPP Section 20335 – “Travel Regulations” - most recent effective date  
University Policies #1051 – Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses  
Office of Finance Policies and Procedures

**F. CROSS REFERENCE TO OTHER PROCEDURES**

CAPP Topic # 20310, “Expenditures”  
CAPP Topic # 20315, “Prompt Payment”  
CAPP Topic # 20336, “Agency Travel Processing”  
ODU Training Materials  
Chrome River Training Guide

**G. OTHER ODU OFFICES IMPACTED**

Office of Finance – Accounts Payable

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APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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REVISED 4/2018

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**H. INVOLVEMENT EXTERNAL TO ODU**

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

**I. PROCEDURE:**

1. Travel advances cannot be requested to pay conference fees.
2. Normal travel practices should be used when making conference travel arrangements.
3. Registration fees for conferences may be paid via purchase order, Authorization for Purchase, or PCard for functions related to State business. **Be sure to attach a copy of the approved Pre-Approval Request when international travel is involved.**

If the conference requires **pre-payment** of registration fees, be sure that the following information, and all other required information, is contained on the purchase order or Authorization for Purchase:

Name of traveler  
Concise statement of reason for travel  
Dates of travel  
Name of conference and location  
**Deadline for prepayment (IMPORTANT)**

4. These functions may occur on campus or outside of the official station.
5. Registration fees may also be submitted on the Expense Report upon completion of the trip, but this practice is not encouraged. **The reason the PCard was not used must be included in the Additional Information section when preparing the Expense Report. An itemized receipt showing the method of payment must be attached to the Expense Report. If the payment was made with a credit card, the type of credit card and the last 4 digits of the credit card number must be on the receipt or recorded in the Comments section.**
6. If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after

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travel is completed. Refer to step 5 shown above for information required when seeking reimbursement.

7. Receipts are required for reimbursement. Do NOT seek reimbursement for items paid via purchase order, Authorization for Purchase, or the PCard, since these charges have been paid directly to a vendor and are *not* expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number.

**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.