

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances – Employees

Proc #: 6-718

A. PURPOSE

The purpose of this guideline is to outline how an employee can obtain a travel advance.

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 for Travel Advance – online in Chrome River
Conference Agenda
Hotel Reservation
Misc. Price Quotes/Cost Estimates

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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H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. Travel advances are issued to the traveler.
2. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses.
3. Advances will not be processed for less than \$25.
4. **Amounts for hotel accommodations will be advanced only if the hotel does not accept the corporate travel card and there is insufficient time to process a prepayment purchase order. If applicable, a hotel reservation should be provided indicating the hotel name, the dates of the stay, and the rate per day.**
5. A traveler must submit a new Expense Report to request a Travel Advance in Chrome River at least 2 weeks prior to the trip.
6. Steps to submit the request for a Travel Advance:
 - Click on *Access Chrome River Travel System* at <http://www.odu.edu/facultystaff/university-business/travel>
 - Click on + New from the Dashboard
 - Select New Expense Report
 - Complete the following information in the Expense Header section:
 - a. Report Name – Must be a unique name (*i.e., Event Name/Location/Date*)
 - b. Pay Me In – U.S. Dollars will automatically default
 - c. Start Date – Beginning date of event
 - d. End Date – Event ending date
 - e. Travel Type – select Domestic U.S. or International, as applicable
 - f. Purpose – select the reason from the list by clicking on the drop-down arrow
 - g. Destination

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- Click on the Travel Advance button under the Add Expense column
- Complete the following information on the Travel Advance request
 - a. Pay Date – Input the date the funds are required, approximately 3-5 days before the trip
 - b. Amount – The system will automatically calculate the amount
 - c. Input the amount requested in whole dollars for the following categories, as applicable:
Transportation, Lodging, Meals, Registration fees, Training and Other
 - d. Payment Method – Employees should select Direct Deposit. An explanation will be required if selecting Check.
 - e. Comments – Include any additional conference or trip details
 - f. Receipt/Docs Attached – Attach conference agenda, transportation, lodging, registration or training details, confirmations, price quotes or cost estimates
 - g. Allocation – The cash advance fund 015001 will automatically default so the drop-down menu cannot be selected.
Select the appropriate code for the advance in the second field.
 - 0274 – Employee Advance
 - 0279 – Student AdvanceType the department budget code in the third field.
 - h. Attachments – Click on Add Attachments to attach receipts
 - Select upload attachments OR
 - Drag and drop the image to upload
 - i. Responses must be provided for any error messages displayed which are identified with a red triangle.
 - j. Click PDF Report to print a hard copy of the Travel Advance, if needed
 - k. Click Save
 - l. Click Submit
 - m. Click Pre-Approval to attach the corresponding Pre-Approval Request prepared for the trip (required for international travel only)
 - Locate the Pre-Approval Request by clicking on select to browse
 - n. Click Submit to submit the Travel Advance request for approval

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7. By submitting an advance, an **employee** agrees that if the advance is not repaid in a timely manner, the advance amount may be deducted from any amounts owed to the employee, including pay or benefits.
8. By approving an advance, a **budget unit director** certifies availability of funds.
9. The funds will be deposited in the traveler's designated account or disbursed by check within approximately 3 workdays before the trip begins. If a check was requested, Accounts Payable Audit will notify the traveler via e-mail when the check is available for pick up.
10. Travelers must submit an Expense Report within fourteen (14) calendar days of completion of a trip for which a travel advance was obtained.

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.