

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances (Students)

Proc #: 6-719

A. PURPOSE

The purpose of this procedure is to outline how a student 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 – online in Chrome River
Business Related Meal Expense Statement – online – Office of Finance website
Estimated Cost of Proposed Travel Form - online
Travel Expense Reimbursement Form – online
Hotel Zero Balance Receipt
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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DEPARTMENTAL
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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 should be limited to the minimum amount necessary for out of pocket expenses.
2. Travel advances will not be processed for less than \$25.
3. Amounts for hotel accommodations, airfare, and registration fees will be advanced only if there is insufficient time to process a prepayment purchase order.
4. A student must submit a new Expense Report to request a Travel Advance in Chrome River at least 2 weeks prior to the trip.

Submitting Travel Advance Reports in Chrome River

5. 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 appropriate reason shown in 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

Submitting Student Travel Advance Forms

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6. Use the "Request for Student Travel Advance Form" to request travel advances for students. Complete the following information:
 - a. Part A – General Information
 - Date
 - Department Name
 - Organization Budget Code
 - Student Name
 - Student UIN
 - Student Departmental Mailing Address
 - Student Phone Number
 - b. Part B – Travel/Expenditure Description
 - Description (taxi, meals, parking, etc.)
 - Amount Required
 - Supplemental Information/Justification
 - Total and Net Advance Request
 - c. Part C – Department Certification/Approval
 - Signature of Student Traveler
 - Date form signed
 - d. Part D - Departmental Approval
 - Printed Name of Budget Unit Director
 - Signature of Budget Unit Director
 - Date form signed
 - e. Submit the completed Request for Student Travel Advance Form to AP for processing. Also, attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form, if traveling out of the country.

7. Student Traveler's Responsibilities
 - To use University funds only for approved student travel
 - To ensure that all charges made are reasonable and required
 - To ensure that all charges are made in accordance with State Travel Regulations
 - To repay any funds not used within fourteen days after travel is completed
 - To report all costs on an Expense Report and to provide all required receipts.

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8. Students who fail to repay any funds not used in a timely manner and according to policy will not be allowed to register for classes or their grades will not be released until the debt is satisfied.

9. Travel advances are issued to the traveler approximately three (3) days prior to the departure date. Accounts Payable Audit will notify the student traveler or the departmental contact via e-mail when the check is available for pick up.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River should 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.