

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Traveler's Checklist Procedure

Proc #: 6-702

A. Purpose

The purpose of this procedure is to discuss use of the Traveler's Checklist for Overnight Travel which can be used by travelers to ensure compliance with Commonwealth travel regulations. The Checklist is a supplement to the Travel Policies and Procedures contained on the Office of Finance web site.

B. Designated Staff and Responsible Departments

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
Traveler's Checklist for Overnight Travel – available on the Office of Finance website

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"
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
Chrome River Training Guide

G. Other ODU Offices Impacted

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: May 2006

REVISED 4/2018

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Office of Finance – Accounts Payable

H. Involvement External to ODU

N/A

I. Overview

Travelers are responsible for understanding and complying with *all* Commonwealth of Virginia and Old Dominion University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud. Travelers can use the Traveler's Checklist for Overnight Travel to supplement the policies and procedures contained on the Office of Finance web site.

J. Description of Checklist

The checklist is a one-page document that can be used by travelers as a supplement to the complete travel policies and procedures. It contains:

- Actions and forms that need to be completed PRIOR to travel
- Actions required while in overnight business travel status
- Actions required after overnight business travel is completed

The checklist does not need to be attached to the Expense Report. The checklist can be found on the Office of Finance website under Accounts Payable Travel Guidelines.

K. 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.

L. Contacts:

For questions regarding this policy and/or practice, contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.