OLD DOMINION UNIVERSITY

Travel

Certificate in University Financial Management

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Office of Finance

2024 edition

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Overview

Today we will review…

- General Travel Details & Travel Teams
- Terminology
- M&IE Per Diem
- Corporate Travel Card
- Travel Advances – who and how much?
- Lodging
- Meals
- Vehicles & Transportation
- Conference & Registration Fees
- International Travel
- Reimbursements
- Common Mistakes & Reminders

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General Travel Information

Travel Reminders, University Travel Website, Travel-Related Document Approval, Travel Processing Teams, Definitions

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Reminders regarding Travel

- Numerous CAPP and ODU standards & guidelines that must be followed when traveling on official ODU business
  - ODU may adopt more restrictive policies/procedures while conforming to all State Regulations
  - It is the individual traveler's responsibility to:
    - Understand & Comply with all CAPP/ODU Travel Policies/Procedures or risk reduced reimbursement or delayed processing
    - ***SUBMITTING A FALSE CLAIM FOR REIMBURSEMENT CONSTITUTES FRAUD!***
- Commonwealth of Virginia – ***Reasonable, Prudent, & Necessary Expenses*** justified
  - Essential Services ONLY!
  - Travelers find ways to $ave!
  - ODU must adhere to CAPP Manual Policies – NO MATTER THE LEDGER
    - *Any exception must be requested/approved IN ADVANCE by Director or Procurement Services or Designee*
- Travel Expense Accounts are open to the public and available for public review
- **Want to travel?** Make sure your supervisor approves before you plan!
  - ***Complete Travel Registry!***
  - *Formal Pre-Approval required for **all** International Travel*
  - *Approval of travel-related documents required - Travelers may **NOT** approve their own travel-related documents!*

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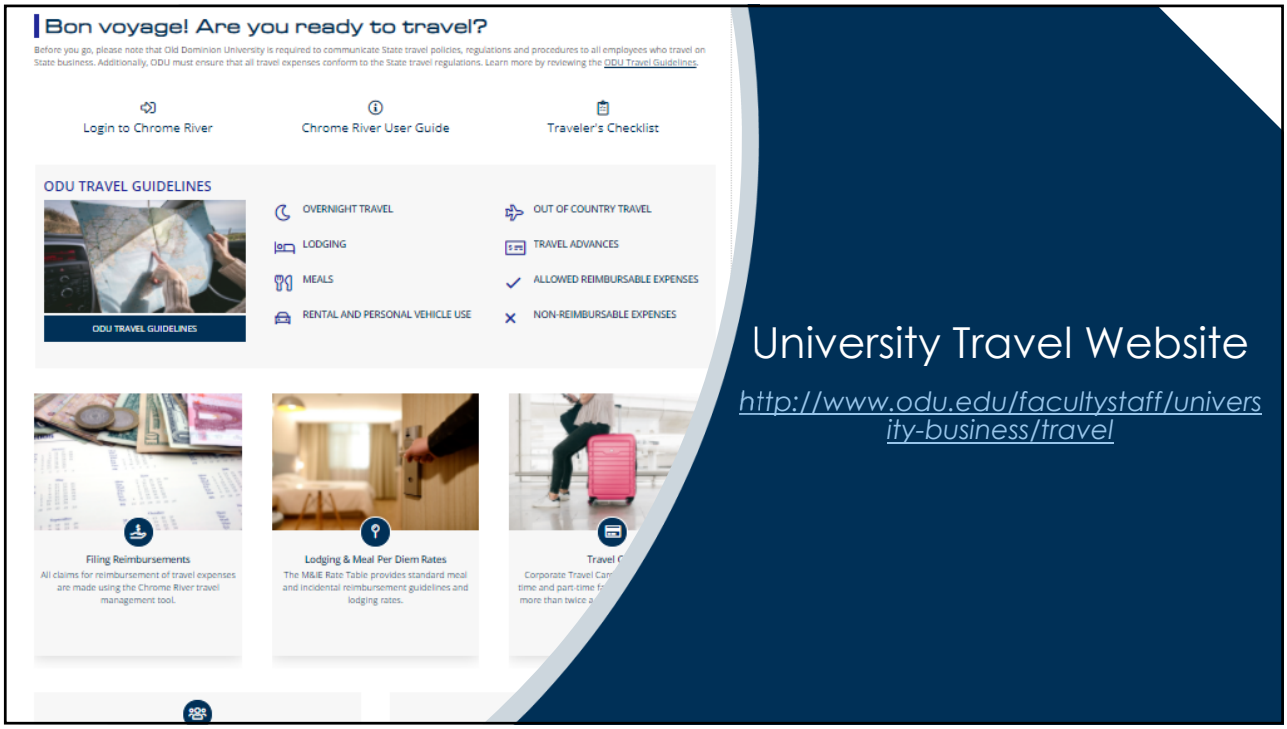

University Travel Website

http://www.odu.edu/facultystaff/university-business/travel

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BIG BLUE TEAM – Sharon Kelly slkelly@odu.edu		
Academic Skills Development	Auxiliary Enterprises	Budget Office
Computer Services	Construct & Procure Services	Counseling Services
Facilities Management	International Programs	Intercollegiate Athletics
Public Safety	Recreational Sports	Student Housing & Residence Life
University College	University Controller	VP Academic Affairs
VP Admin & Finance	Office of Registrar	
MONARCH TEAM – Shantel Simmons stsimmon@odu.edu		
Admissions	Financial Aid	VP Human Resources
Institutional Advancement	Institutional Equity	VP for Research
Vice Provost Distance Learning	VP Student Affairs	AVP Academic Services
Library	President	Enrollment Services
LION TEAM – Erica Paredes eparedes@odu.edu		
College of Arts & Letters	College of Business	College of Health Sciences
College of Sciences	College of Engineering & Technology	College of Education
VHS Team - Minelba "Minnie" Montalvo montalm@odu.edu		

Travel Processing Teams

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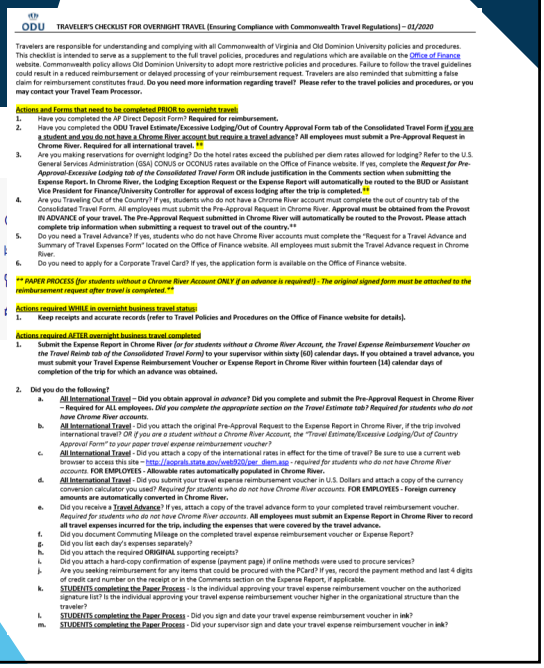
Traveler's Checklist?

- Supplement for CAPP and ODU Policies and Procedures
  - *A "Cheat-Sheet"*
- Lists actions and forms required before, during, & after travel
- http://www.odu.edu/content/dam/odu/offices/finance-office/docs/travelers-checklist.pdf



ODU **TRAVELER'S CHECKLIST FOR OVERNIGHT TRAVEL [Ensuring Compliance with Commonwealth Travel Regulations] – 01/2020**

Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. This checklist is intended to serve as a supplement to the full travel policies, procedures and regulations which are available on the Office of Finance website. Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures. Failure to follow the travel guidelines could result in a reduced reimbursement or delayed processing of your reimbursement request. Travelers are also reminded that submitting a false claim for reimbursement constitutes fraud. **Do you need more information regarding travel? Please refer to the travel policies and procedures, or you may contact your Travel Team Processor.**

Actions and Forms that need to be completed PRIOR to overnight travel:

1. Have you completed the AP Direct Deposit Form? **Required for reimbursement.**
2. Have you completed the **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form tab of the Consolidated Travel Form if you are a student and you do not have a Chrome River account but require a travel advance? All employees must submit a Pre-Approval Request in Chrome River. Required for all international travel. ****
3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging? Refer to the U.S. General Services Administration (GSA) CONUS or OCONUS rates available on the Office of Finance website. If yes, complete the ***Request for Pre-Approval-Excessive Lodging tab of the Consolidated Travel Form* OR include justification in the Comments section when submitting the Expense Report. In Chrome River, the Lodging Exception Request or the Expense Report will automatically be routed to the BUD or Assistant Vice President for Finance/University Controller for approval of excess lodging after the trip is completed.****
4. Are you Traveling Out of the Country? If yes, students who do not have a Chrome River account must complete the out of country tab of the Consolidated Travel Form. All employees must submit the Pre-Approval Request in Chrome River. **Approval must be obtained from the Provost IN ADVANCE of your travel. The Pre-Approval Request submitted in Chrome River will automatically be routed to the Provost. Please attach complete trip information when submitting a request to travel out of the country.****
5. Do you need a Travel Advance? If yes, students who do not have Chrome River accounts must complete the "Request for a Travel Advance and Summary of Travel Expenses Form" located on the Office of Finance website. All employees must submit the Travel Advance request in Chrome River.
6. Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance website.

***** PAPER PROCESS (for students without a Chrome River Account ONLY (if an advance is required!) - The original signed form must be attached to the reimbursement request after travel is completed.*****

Actions required WHILE in overnight business travel status:

1. **Keep receipts and accurate records (refer to Travel Policies and Procedures on the Office of Finance website for details).**

Actions required AFTER overnight business travel completed

1. **Submit the Expense Report in Chrome River *(or for students without a Chrome River Account, the Travel Expense Reimbursement Voucher on the Travel Reimb tab of the Consolidated Travel Form)* to your supervisor within sixty (60) calendar days. If you obtained a travel advance, you must submit your Travel Expense Reimbursement Voucher or Expense Report in Chrome River within fourteen (14) calendar days of completion of the trip for which an advance was obtained.**

2. **Did you do the following?**
   - a. **All International Travel – Did you obtain approval in *advance*? Did you complete and submit the Pre-Approval Request in Chrome River – Required for ALL employees. *Did you complete the appropriate section on the Travel Estimate tab? Required for students who do not have Chrome River accounts.***
   - b. **All International Travel** - Did you attach the original Pre-Approval Request to the Expense Report in Chrome River, if the trip involved international travel? *OR if you are a student without a Chrome River Account, the "Travel Estimate/Excessive Lodging/Out of Country Approval Form" to your paper travel expense reimbursement voucher?*
   - c. **All International Travel** - Did you attach a copy of the international rates in effect for the time of travel? Be sure to use a current web browser to access this site – http://aspals.state.gov/web820/per_diem.asp - *required for students who do not have Chrome River accounts.* **FOR EMPLOYEES - Allowable rates automatically populated in Chrome River.**
   - d. **All International Travel** - Did you submit your travel expense reimbursement voucher in U.S. Dollars and attach a copy of the currency conversion calculator you used? *Required for students who do not have Chrome River accounts.* **FOR EMPLOYEES - Foreign currency amounts are automatically converted in Chrome River.**
   - e. Did you receive a **Travel Advance**? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher. *Required for students who do not have Chrome River accounts.* **All employees must submit an Expense Report in Chrome River to record all travel expenses incurred for the trip, including the expenses that were covered by the travel advance.**
   - f. Did you document Commuting Mileage on the completed travel expense reimbursement voucher or Expense Report?
   - g. Did you list each day's expenses separately?
   - h. Did you attach the required **ORIGINAL** supporting receipts?
   - i. Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?
   - j. Are you seeking reimbursement for any items that could be procured with the PCard? If yes, record the payment method and last 4 digits of credit card number on the receipt or in the Comments section on the Expense Report, if applicable.
   - k. **STUDENTS completing the Paper Process** - Is the individual approving your travel expense reimbursement voucher on the authorized signature list? Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
   - l. **STUDENTS completing the Paper Process** - Did you sign and date your travel expense reimbursement voucher in **ink**?
   - m. **STUDENTS completing the Paper Process** - Did your supervisor sign and date your travel expense reimbursement voucher in **ink**?

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Terminology

- Base Point
- Official Station
- Commuting Distance vs. Commuting Mileage vs. Commuting Status
- Travel Routing
- Travel Status
- Trip
- Exempt Agency
- Non-State Employee
- Sponsored Programs
- International Travel
- Pre-Approval Request
- Travel Expense Report

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M&IE Per Diem

Rate Table

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

Filter Results...

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Virginia Beach	City of Virginia Beach	$120	$120	$120	$120	$120	$120	$120	$120	$222	$222	$222	$120

Showing 1 to 1 of 1 entries

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information.

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Virginia Beach	City of Virginia Beach	$64	$14	$16	$29	$5	$48.00

Showing 1 to 1 of 1 entries

http://www.odu.edu/facultystaff/university-business/travel/per-diem

- Provides **individual** lodging & meal reimbursement amounts
- Determines **maximum** meal reimbursement amounts for official business meals
  - *Also – no cost meal subtraction for meals provided at no cost during an overnight travel period*
- Rates vary depending on destination *(in- vs.-out-of-state, international travel, etc.)*
  - Time of year of travel may also affect rate
- Departments may chose to reimburse at actual cost, though you may not exceed the allowable meal amount
- **What about the first and last travel days?**
  - Receive **75% reimbursement** for those days

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Payment Methods

1. **Corporate Travel Card:**
   - Reimbursed after travel completed
     - *Provide type and Last 4 of CC!*
2. **eVA PO:**
   - No reimbursement to individual
     - *Don't forget to include PO# on Invoice! Otherwise payment becomes responsibility of traveler*
3. **PCard:**
   - No reimbursement to individual
     - Only used for rail/air/bus fare and conference registration
   - Be sure to have the travel restriction lifted before travel/use!
4. **Personal Credit Card:**
   - Reimbursed after travel completed
     - *Provide type and Last 4 of CC! Also include written explanation*

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Corporate Travel Card

Eligibility, How to Acquire a Corporate Travel Card, Billing, Delinquency, Employee Agreement, Allowable/Disallowed Travel Expenses, & Other things to remember

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Corporate Travel Card

What is a Corporate Travel Card?

- Charge card that provides a means of charging expenses incurred while conducting official State business – provided by Bank of America
  - Issued in traveler's name & maintained by traveler

Eligibility:

- Full- & Part-time Faculty & Staff who travel on University Business
  - Must travel more than twice in 1 year to be eligible
- ***Students Ineligible!***

How to Acquire:

1. ***Corporate Travel Card Application***
2. After approval, card sent to cardholder's home address
3. ***Employee Agreement*** to be completed
   - *Done every 3 years or if new card issued; must also be signed by supervisor*
4. Annual Cardholder Training required by Commonwealth of Virginia
   - *Due by 5/31 each year*

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Credit Limits?

Credit Score determines Credit Limit on card

- Light Traveler - $1,000 cycle limit
- Moderate Traveler - $1,500 cycle limit
- Frequent Traveler - $2,500 cycle limit
- Constant Traveler - $5,000 cycle limit

Desire limit greater than $5,000? *Contact Program Administrator to submit request to DOA*

Billing & Delinquency

Cardholders must pay in full and by due date – regardless of reimbursement

- Minimum/Partial Payments not permitted – Payments due 30 days from billing cycle
- If cardholder becomes 61 days delinquent…
  - ODU deduct total delinquent charges on card from cardholder's pay and pay Bank of America Directly
  - Travel Card will be permanently closed whether or not reimbursement for travel costs has occurred
- Late Fees/Finance Charges = the responsibility of the cardholder
- Disputed Charges? Report them… but pay on time anyway!

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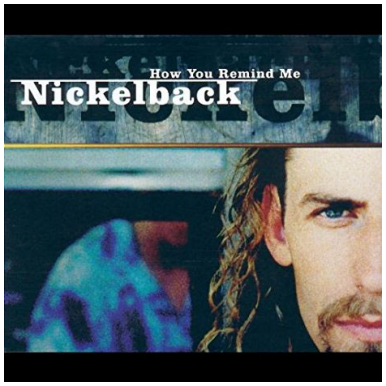
Things to Remember



- Card Bills mailed to your home address
- Complete reimbursement requests in a timely manner to ensure quick reimbursement post-payment to Bank of America
  - *NOTE: reimbursement not available until return from travel and requests submitted*
- **NO PERSONAL CHARGES!**
  - *Personal expenses that cannot reasonably be separated from reimbursable expenses may be charged…but not reimbursed.*
- Never share Account Number, Never send via email/text/phone voice message
- May only be used for reimbursable expenses incurred while conducting official state business
- May be used to purchase airline tickets, conference registration fees, though you will not be reimbursed until post-travel
- AP reviews payment reports monthly!
  - If card not used for 12 consecutive months, employee no longer travels, or change departments…the **EMPLOYEE** should return the card!
- Noncompliance = Revocation

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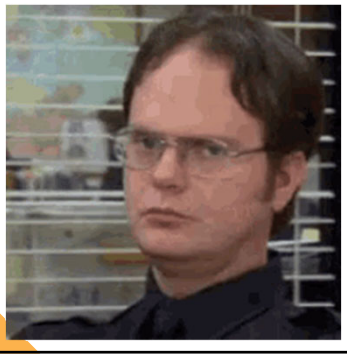
Allowable Expenses

- Taxes/Surcharges (pro-rated)
- Parking & Tolls
- Gratuities not reimbursable (included in M&IE Per Diem)
- Business Travel/Vacation Leave
- Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, Facsimiles (official business purposes)
- Personal Cell Phones – business calls
- Personal Calls included in incidentals of M&IE
- Chartered Aircraft Travel with justification
- Personal Use Aircraft Travel with justification
- Additional Airline Fees (i.e.: Baggage Fee)

Disallowed Expenses

- Lost/Stolen Articles
- Alcoholic Beverages
- Damage to personal vehicles, clothing, other items
- Services to gain entry to locked vehicle
- Movies charged to hotel
- Expenses related to personal negligence
- Entertainment Expenses
- Travel Insurance (personal injury/loss, trip interruption, cancellation, etc.)
- Towing Charges
- Expenses for children, spouses, companions

NOT ALL INCLUSIVE LIST! Remember – expenses must sustain the test of public review!



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Travel Advances

What is a Travel Advance?

Money that is requested when out-of-pocket expenses for a specific trip will cause a financial burden for the employee/traveler.

- Minimum = $25, no less
  - DOA suggests $25/day = reasonable allowance amount
- Issued directly to the traveler, usually within 3 days prior to travel
  - Must pickup in person at the Cashier's Window or will be Directly Deposited into traveler's account

How to Request?

- Chrome River – *All Employees*, preferred
- ***Travel Advance Form*** – *STUDENTS ONLY!*

- Must gain BUD Approval
- Attach *copies* of all approved/signed pre-approval* forms if required *(*international travel)*
- Submit at least 2 weeks in advance of travel!

NOTE: Return Advance within 14 days of return of trip!

Details: http://www.odu.edu/facultystaff/university-business/travel/guidelines/advances

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Lodging

Lodging Guidelines, M&IE Per Diem, Lodging Details pertaining to destination (Virginia Travel, Within Contiguous US)

http://www.odu.edu/facultystaff/university-business/travel/guidelines/lodging

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Lodging Guidelines

- Rates for Lodging determined by ***physical*** location
  - **M&IE Lodging Per Diem Table**
    - *Rates available for both in-state and out-of-state*
    - *Table contains daily [maximum] breakdown for Meals & Incidental Expenses,* ***excluding taxes/surcharges***
- **Government Rates must always be requested!**
- All expenditures must be necessary & reasonable…therefore **economy** class must be first choice
- Reimbursement is available **AFTER** the trip via ***Chrome River Expense Report***
  - All original, itemized receipts required with daily charges clearly listed – *Zero-balance; Type/Last 4 of CC used; Explanation of any unusual charges required*
  - Cancellation Charges **NOT** reimbursed if traveler has been negligent in cancelling reservations!

Don't follow the guidelines? Travelers bear additional lodging expenses personally

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What If?

Lodging other than Hotels/Motels?

- ***Comparison Statement*** Required – including net savings
- Approval & Authorization also required…
  - According to University Policy 6-705: *"When lodging in dwellings other than hotels or motels, a comparison statement, including authorization by the University President or his designee must be submitted with the Expense Report. The comparison statement should show the total cost for using the alternate accommodation, length of contract, the cost of the usual accommodations and the net savings…"*
- Effective Summer 2022 – AirBNB and other similar lodging arrangements are **NOT** permitted!

2 or more people in the same room?

- Lodging Guidelines plus any additional guest cost charged will apply
- Documentation from Hotel/Motel stating fees required must be obtained **by traveler**

Advance Payments?

- Strongly Discouraged – **Corporate Travel Card** is encouraged to secure room confirmations instead
  - If absolutely necessary, **1 night deposit** for direct bill payments is all that is allowed

Direct Agency Billing of Lodging Expenses?

- Only rates, taxes, & surcharges covered – use PO
  - *Generally only used by employees without a Corporate Travel Card*

Excess Lodging – Rates at destination in excess of CAPP/ODU Guidelines?

- At times, may be unavoidable – must provide Justification and gain Approval **after** the trip when requesting reimbursement
  - Receive up to 100% over the guideline – if the cost may be offset elsewhere
    - *Exceeding the additional 100% over guideline? Must be approved **before** the trip.*
- Traveler must prove they attempted to secure lodging within guidelines BEFORE requesting an exception
  - If not done before trip, Director of Procurement Services is the only one that may approve exceptions – this approval must be attached to reimbursement request *(include cost comparison when requesting exception)*
- ***Must provide justification when preparing Expense Report!***

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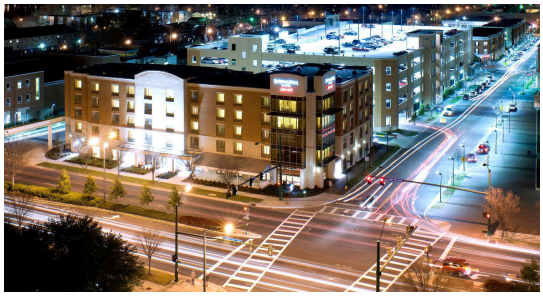
Spring Hill Suites – Hampton Boulevard

Lodging Rate = $107*/night BASE ROOM RATE** for ODU Guests

**excluding taxes/surcharges…Actual Total = ~$134/night + tax*



- **Rate falls within Commonwealth Lodging Guidelines
  - Additional Guest Amenities Surcharge = $25 per room/night
    - *Waived for Government Employees*
- **Only available for guests that have charges billed directly to ODU and are NOT Government Employees**
- **Taxes also apply**

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Meals

General Meal Rules – *M&IE Rate Table!*, Conferences/Trainings Meal Details, Business Meals

http://www.odu.edu/facultystaff/university-business/travel/guidelines/meals

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General Meal Details

No exceptions to M&IE per diem rates for overnight travel!

- Meals/Incidental Expenses are only reimbursable for ***overnight travel***
  - *No direct billing to agency!*
- Departments may set lower limits based on actual expenses – *UP TO M&IE guidelines, tax/tip included*
  - *Keep your receipts, ensure actual, reasonable, and necessary, managers ensure appropriateness, guidelines applied consistently to all travelers*
- **TIPS? Meal Guideline Total includes tax/tip amount – *reasonable* tip = 15%**
- **IRS Reporting Requirements**: becomes reportable income if meal reimbursement exceeds $75 and is not related to overnight travel
  - *Includes meals purchased for another and claimed!*
  - *Keep all receipts*
  - *Exceptions must appear reasonable and appropriate, as the DOA strictly monitors*

Incidental Expenses?

- Bellhop Tips, Waiter Tips, Valet, Personal Phone Calls, etc. – ***does NOT include taxi/shuttle service tips!***
  - **$5/day fixed allowance Incidental Per Diem provided**
- Claimed by individual traveler only – reimbursement for another traveler is limited to actual cost of the meal
  - *Meal paid for by other traveler? Reimbursement then limited to the actual cost of the meal*

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No Cost Meals?

What is a No Cost Meal?

- Meal included with registration at Conference, hotel Continental Breakfast, etc.
- M&IE Per Diem reduced by amount shown for applicable meal in rate table, excluding incidentals
- No Cost Meal provided on travel/departure days?
  - Meal Per Diem reduced by FULL AMOUNT, followed by 75% prorating of the balance
  - *Record number/type of No Cost Meal on Expense Report!*

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Business Meals

What is a Business Meal?

- Occurs when individual is on official business **FOR NON-OVERNIGHT TRAVEL!**
- **Must:** Include Approval; Involve substantive & bona fide business discussions, Include **itemized** receipt; List all persons involved by name – completed on ***Business Related Meal Expense Form*** *(required by IRS!)*
  - ***Exclude Incidental Expenses – will only be reimbursed for Actual Expenses according to and not exceeding M&IE Table guidelines***
- **EXCEPTIONS:** Agency Head/Designee may authorize non-travel related business meal expense reimbursements up to 50% over the per diem guideline with sufficient justification and original, itemized receipt…but requests exceeding 50% over applicable guideline NOT PERMITTED!
- For individuals in travel status attending business meal, per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement!

Business Meals including over 25 persons (*excluding catered meals*)?

- *REMINDER: catered meals done through Aramark!*
- ***Business Related Meal Expense Form*** required, listing all attendees and reason for the meal
  - If group of conference participants, identify number of people fed & explanation for additional meals *(i.e.: coverage for walk-ins)*
- CR Expense Report reimbursement process remains the same, but must attach ***Business Related Meal Expense Form!***
- ***Questions?*** *Melissa Snowden, Travel Supervisor, at 683.5020 or msnowden@odu.edu*

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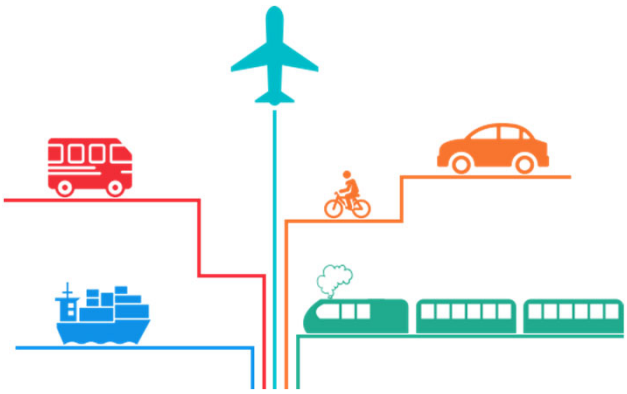

Vehicles & Transportation

Rental vs. Personal Vehicle Use, Mileage Reimbursement Rates, Other Transportation, Purchasing Transportation Services

http://www.odu.edu/facultystaff/university-business/travel/guidelines/vehicle

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2 options…

1. Rental Car
2. Personal Vehicle

Rental Cars:

- ODU Contract – **Enterprise Rent-a-Car (XZ21ODU) or Hertz Rental ()**
  - *Questions? Contact Procurement Services*
  - *Find a less expensive option? May be granted exception.*
- Reimbursed for fuel expenses
- Usually after arriving at destination or for local travel exceeding 200 miles per day
- Most economical vehicle must be selected
- Government rate must be requested

Personal Vehicles:

- Must prove that cost-beneficial
- Reimbursed for mileage, NOT fuel expenses
- Generally used when occasional travel is planned for distances up to 200 miles per day

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Rental Cars

- **PREFERRED**! – *Use ODU Account Number: **XZ21ODU for Enterprise** or __ **for Hertz** when renting car!*
- Used for official business use only
- No add-on features allowed! *(i.e.: add-on GPS)*
  - **Insurance Coverage?**
    - ODU Employees – **DECLINE!** Employee to provide ***Proof of Insurance***, provided by Risk Management Office and obtained prior to travel!
    - Consultants/Non-State Employees – must **ACCEPT** Liability & Collision Damage Waiver Insurance (*not covered by state's insurance coverage, but will be reimbursed within limits*)

Reimbursement Reminders:

- Note type of vehicle used on reimbursement request
- Reimbursed for actual expenses if you provide
  - **Original** receipts for rental and gas/oil; type of CC and last 4 digits used; copy of all Rental Forms
- ***Driving a State Vehicle?***
  - *Provide make, model, license plate number, and any/all gasoline receipts for fuel reimbursement requests*

Reporting Accidents:

1. Notify State/Local Police immediately
2. Contact Car Rental Contractor & Complete Accident Report
3. Contact ODU Risk Management – 683.4269

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Personal Vehicle Use

- Personal Vehicle may be used if cost beneficial
  - *Cost/Benefit Analysis must be run and submitted with reimbursement request to justify!*
  - *Convenience? Reimbursed for mileage at applicable rate*
- Generally used for distances up to 200 miles per day
  - *Failure to provide cost/benefit analysis when daily mileage is 200+ miles will reduce your reimbursement rate!*
  - ***Overnight Travelers to consider average daily mileage over the entire travel period!***
- Requires ***Personal Vehicle Use Statement*** acknowledgement in Chrome River Expense Report

Travel over 15,000 miles in a single Fiscal Year?

- Reimbursement Rate reduced

Personal Vehicle Mileage vs. Air Travel?

- Expense or may not exceed total cost of trip using most economical public air transportation fare available, also including meals and lodging – *Comparative Statements Required*
  - Exceptions may be granted by Agency Heads/Designees when justified

Reimbursement Note:

- Commuting Mileage Transportation Costs ***NOT*** reimbursable during regular work day or if employee required to work on day other than regular work day…***only reimbursable when in authorized travel status!***
  - ***If traveler must transport during regular work day for official business reasons, mileage to-and-from base point (aka: ODU) is only reimbursable mileage!***

2023 Mileage Reimbursement Rates	
Rate of 24.6 cents/mile applies…	**IRS business rate of 67 cents/mile applies…**
…when daily mileage is 200 miles or more or if no cost benefit analysis is provided to justify use of a personal vehicle.	…when daily mileage less than 200 miles. …when cost/benefit analysis shows its cheaper than Enterprise.

NOTE: Reimbursement rates are reduced to **13 cents/mile** for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; ***then the rate shall be the current IRS rate of 65.5 cents/mile.***

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Cost Benefit Analysis

To justify use of personal vehicle, must be cost beneficial

Office of Fleet Management Services
Cost Comparison Between
Enterprise Provided Vehicle and Mileage Reimbursement
Effective January 1, 2017

DAILY VEHICLE NEEDS

Enter Traveler's Name	***Suzy Employee***	
Enter Agency	***ODU***	
Enter Destination	***Charleston, SC***	
Enter Number of Miles for the Trip	300	
Enter the Number of Days for the Trip	2	
	Enterprise Vehicle	Personal Vehicle
Lowest Cost Transportation:	$84.85	$160.50

Go To Enterprise Reservation Site

Add on any gas charges

Attach a cost benefit analysis to the Expense Report to justify the higher mileage rate when daily mileage exceeds 200 miles.

This calculator does not include the cost of gas when using a rental vehicle, so add the cost of gas onto the cost benefit analysis under Enterprise to obtain a true comparison of costs.

- OFMS Trip Calculator used to determine Enterprise vehicle cost
  - *Failure to provide cost/benefit analysis when daily mileage is 200+ miles will reduce your reimbursement rate!*
- Gasoline reimbursement will be at a lower rate if this is cheaper option

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Other Transportation

Uber/Lyft?

- As long as you have receipts showing what and how you paid *(including type & last 4 digits of the CC)*, list from-where-to-where destinations, and remember the maximum taxi/shuttle service fare, you are good to go.
  - Use SCREENSHOTS!

Public Transportation:

- Rates must not exceed tourist/coach accommodations
- Premium Coach Airline Seating is NOT REIMBURSABLE!
- Unused portions must be returned to ODU for credit
- Using Personal Frequent Flyer Miles to Pay?
  - As long as you provide an itemized receipt showing how you paid and prove you purchased ECONOMY class, you should be good-to-go for reimbursement! ***NOTE****: DON'T FORGET YOUR BOARDING PASS!!! (*Required)*
- Non-refundable tickets may be purchased ONLY when traveler is certain they will be used!

Day Trips & Gratuities for taxi/shuttle service:

- When no per diem reimbursed, max of **15%** of taxi/shuttle service fare
- For reimbursement, Traveler must separate fare and tip

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Conference & Registration Fees

Conference and Convention Fees & How to Pay, Prepayments

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How to Pay Registration Fees? *Think Prepayment!*

- **eVA PO or PCard** – preferred
  - May be pre-payment if completed with eVA PO
    - **Must include**: Copy of Pre-Approval Request; Name of Traveler; Concise Statement/Reason for Travel; Dates of Travel; Name of Conference & Location; **Deadline for Prepayment**
- **Corporate Travel or Personal Charge Card**
  - Reimbursement not available until return from travel
  - Written Explanation required
    - **Must include**: Type of CC and Last 4 Digits

Travel Advances are NOT granted to cover Conference & Registration Fees

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Conferences, Conventions, Seminars, Trainings

Traveling with more than 3 employees to a single destination?

- Advanced Approval required; must also certify Business Necessity
  - *Maintained in departmental files for audit purposes*
- Applies to:
  - Presenters & Attendees
  - Daily & Overnight travel

5 or more employees interested in attending?

- If essential to staff development, agency must investigate option of bringing trainer onsite instead
  - Comparative Cost must be documented – *maintained in departmental files*
- Must also investigate use of studio/video teleconferencing to see if possible and more cost-effective

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International Travel

International Travel Requirements, Guidelines relating to Lodging, Meals, Transportation, etc.

http://www.odu.edu/facultystaff/university-business/travel/guidelines/out-of-country

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International Travel Rules

REMINDER: ANY travel outside of the 48 contiguous United States = International

All International Travel requires written preapproval!

- Recommend approval obtained **at least 30 days in advance of travel**
- Done via ***Chrome River Pre-Approval Request***
  - *May be done via paper request – **Consolidated Travel Form "Travel Estimate" Tab** (students without CR access only!) – allows users to estimate total cost and therefore gain approval*
  - *What is **Total Cost**? Lodging, Meals, Transportation, Conference Registration, Other costs*
- Must be approved in advance by **Provost/VP of Academic Affairs**
- All details/proposed expenses must be included.

- All CAPP/ODU Travel Policies still apply – additional in place for International Travel
- PRIOR TO ALL INTERNATIONAL TRAVEL: Estimate of total cost and approval required
  - Employees may NOT approve their own travel-related documents
  - Out-of-country travel requests must be signed in advance by Provost/VP for Academic Affairs

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Guidelines relating to International Travel

- Airline Travel = coach/tourist class fare
  - **EXCEPTIONS?** If cost is same; if business meeting conducted within 3 hours of landing for Western European destinations; for Trans-Oceanic, Intercontinental trips lasting more than 8 hours; OR if traveler pays the difference
    - *First Class Air or Rail Travel? Reimbursement **prohibited**.*
    - *Premium Coach Seating? **NOT** Reimbursable.*
  - **Boarding Passes required for all air/rail reimbursement requests – *including domestic travel!***
- Personal Mileage Reimbursements at a rate established in the current Appropriations Act
  - *If higher rate justified, request for approval sent to AP Manager so final approval may be acquired from Richmond!*
- Proper per diem rates provided by ***US Department of State Office & Allowances Website*** – accessed via http://www.odu.edu/facultystaff/university-business/travel/per-diem - *used as justification for reimbursement*
- **Reimbursement Requests must be in English and in US Dollars ONLY!**
- *Travel Advances available – follow same "Advance" guidelines and attach all approved pre-approval documentation*

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Reimbursements

What is a reimbursement? Chrome River Expense Report, Details to Include in Requests, When & How travelers receive their money, Reimbursement for non-ODU Employees & Independent Contractors

http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements

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Reimbursements & Submission Deadlines

Travel First…$$$ Later!

All claims for reimbursement of travel expenses incurred while conducting official business for the Commonwealth must be submitted via the automated Chrome River system.

- ***Chrome River Expense Report*** used to declare expenses incurred during travel – initiates reimbursement process
  - *Pre-Approval Request also available in CR for International Travel*

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Chrome River

- Automated Travel Management Tool – *training available, Contact your Travel Team Processor!*
  - Faster, More Efficient, *the only way for employees to be reimbursed, pre-approved, request advances, etc.!*
  - Will house electronic receipts to support reimbursement process
- All travel rules still apply
- Access to CR is granted upon hire
  - W-9 & Chrome River Enrollment Form for Non-Employees submitted to Accounts Payable ATTN: Linda Wallace for non-employee account setup

Questions?

- Issues with CR – Select "Help" in CR, or contact travel@odu.edu
- Questions about Travel Regulations – contact Travel Team Processor
- How to Login – www.odu.edu/chromeriver, use MIDAS credentials

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Direct Deposit of Travel Reimbursements

Electronic Travel Reimbursements – the ODU way

Made through Direct Deposit

- Employee must ensure correct Direct Deposit Information is provided
  - ***Where to complete?*** *Banner Self-Service – Direct Deposit Process*
  - Exceptions? Students, Visitors, Non-Employees – all receive **check** reimbursement

No Direct Deposit info on File?

- Chrome River Error Message – delayed reimbursement
- Complete it electronically for real-time updates ANYWHERE!

Banking Changes?

- ***YOUR*** *responsibility to update your Direct Deposit Information in the system!*

How are Students Reimbursed then?

- Students use the ***Consolidated Travel Form*** if they do not have a CR Account – *most students should have CR setup instead of using paper process!*
  - ***Students may also use Consolidated Travel Form for Pre-Approval Requests***

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Non-ODU Employees & Visitors?

1. Must first be setup within Banner/Assigned UIN
   - *We must have COV Sub W-9 on File: mail to Office of Finance – AP Linda Wallace*
2. Then setup in Chrome River to receive reimbursements

- **Interview Candidates, Athletic Recruits, Guest Lectures, and Others?**
  - ***Lodging*** Expenditures **direct-billed** to ODU via eVA PO clearly stating "Non-ODU Employee"
    - If not direct-billed, input into Chrome River Expense Report by ODU employee, then auto-routed/processed in same way
  - $$ limits apply!
  - *Abide by Contractual Terms if exists*

Independent Contractors?

- Generally not reimbursed from travel expenses in the same fashion
- **Rather – travel expenses should be part of the contract for services!**
  - *Any questions about the appropriate method of travel expense reimbursement – **contact your Travel Processor!***

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Common Mistakes & General Reminders

Common Mistakes & How to Avoid Them, Who to Contact

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What if you are funded solely by a Grant or Contract?

- You are governed by terms of Grant/Contract
  - Attach a copy of the Grant/Contract to any reimbursement requests/preapprovals
    - Note ***"Sponsored Program"*** on request!

Grant/Contract silent on terms?

- You are governed by Commonwealth Guidelines

Splitting between Commonwealth and Grant/Contract Funding?

- Governed by Commonwealth Guidelines

What about Travel Credits, Frequent Flyer Miles, …?

- Relating to the Travel Card and Travel Credits, Free Services, Reduced Rates, Frequent Flyer Miles?
  - **ODU (*read: The Commonwealth*) Accrues ALL!**
  - *They may only be used to benefit ODU – NOT for personal use!*
- Only Corporate Travel Cardholders or PCard Cardholder authorized to make these purchases/use these credits
  - *Make note of use upon reimbursement requests!*

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Travel Forms & Forms Submission Chart

AP Travel Training

Form Submission Chart (not all inclusive of requirements)

Form Name or Travel Requirement	Why it's Needed	Who Can Approve	Timing	Additional Requirements
ODU Travel Estimate (Travel Estimate tab of the Consolidated Travel Form) or Pre-Approval Request in Chrome River (attach signed original to travel voucher or **indicate that the original form in AP*)**	Required for all international travel in Chrome River Submit Pre-Approval Request	Dean or Director reporting directly to a Vice President and Provost/Vice President for Academic Affairs**	In advance of travel.	Signed/approved copy must be attached to any travel advance requests or POs associated with travel. Original must be included with Travel Voucher *
For Travel Outside the Boundaries of the United States and its Territories - on the Travel Estimate tab of the Consolidated Travel Form, provide funding source - requires signature of Provost/Vice President for Academic Affairs) (attach signed original to travel voucher or **indicate original form in AP*)**	State requires pre-approval for all international travel – in Chrome River, submit Pre-Approval Request	Budget Unit Director, Dean/ Director, and Provost/Vice President for Academic Affairs signatures required	In advance of travel – recommended 30 days in advance as a minimum	Signed/approved copy must be attached to any travel advance requests *. Original must be included with Travel Voucher. Must be submitted in U.S. Dollars and currency conversion method attached.
Business-Related Meal Expense Statement OR Chrome River Business Meal Form (attach signed original to travel voucher)	Meals not associated with overnight travel are not allowed unless specific requirements are met.	Signature of traveler required	When reimbursement voucher submitted	Original attached to Travel Voucher – receipt required
Request for Travel Advance and Summary of Travel Expenses Form – ODU employees must submit in Chrome River (attach a copy to your travel voucher) Travel Voucher must be submitted within 14 calendar days to reconcile advance	Required if traveler is requesting travel funds in advance to cover out of pocket expenses – restrictions apply	Signature of traveler required – approval of budget unit director or someone higher in the organizational structure **	Approximately 2 weeks prior to travel – checks available 3 days before travel occurs	**Show advance amount on travel voucher – must submit travel voucher within 14 days of travel**
Request for Student Travel Advance Form – students with a current Chrome River account must submit in Chrome River (attach a copy to your travel voucher) Travel Voucher must be submitted to reconcile advance within 14 calendar days	Required if student traveler requesting travel funds in advance to cover out of pocket expenses	Signature of student traveler required – approval of budget unit director – make sure student aware of stipulations	Approximately 2 weeks prior to travel – checks available 3 days before travel occurs	Most travel arrangements should be prepaid – **show advance amount on voucher – must submit travel voucher within 14 days of travel**
Travel Expense Reimbursement Voucher (Travel Reimb tab of Consolidated Travel Form) or Expense Report in Chrome River **(*indicate if Travel Estimate Form in AP)**	To request reimbursement for travel expenses – official state business only	Signature of traveler required – approval of supervisor (must be on signature list) or someone higher in the organizational structure than traveler **	Submit within 60 calendar days of travel, supervisor must submit to AP within 5 work days of receipt from employee	Attach original signed ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form **(or indicate original form in AP *) – must be signed and dated by the traveler and supervisor.**
Travel Expense Reimbursement Voucher continuation form (Travel Reimb Cont Sheet tab of Consolidated Travel Form) or Expense Report	As a continuation of travel expenses	Same as Travel Expense Reimbursement Voucher **	See Travel Voucher	Must be attached to Travel Voucher – be sure your name is on the cont. sheet
Lodging Exception Request - located on the Travel Estimate tab of the Consolidated Travel Form (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or Expense Report in Chrome River – complete Lodging Exception Request - Must be completed **and approved** by BUD or Assistant Vice President for Finance/ University Controller ***after the trip***. Attach original to travel voucher – **or indicate original in AP*)**	Must be used when lodging costs exceed published per diem amount	Budget Unit Director or Assistant Vice President for Finance/University Controller may approve up to 100% over guidelines, exceptions more than 100% over guidelines must be submitted to Richmond for approval **	Allow sufficient time to obtain approvals – submit to AP after travel	Attach original, signed and approved form to travel voucher **(or indicate original in AP*)**

**** Travelers may not approve their own travel-related documents – approval must be provided by someone higher in the organizational structure.**

https://ww1.odu.edu/procurement/forms

- ***Chrome River Enrollment Form for Non-Employees***
- ***Consolidated Travel Form***
- ***Business Related Meal Expense Form***
- ***Corporate Travel Card Application***
- ***Corporate Travel Card – Employee Agreement***
- ***Request for Travel Advance*** – employees use this feature in Chrome River
- ***Request for Student Travel Advance*** – for students w/o Chrome River account
- ***Accounts Payable Direct Deposit Enrollment Form***

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Did you…

- ✓ Submit an incomplete or inaccurate form?
- ✓ Try to approve your own request?
- ✓ Claim reimbursement for someone else's expenses?
  - *If so, provide their name, ID, and justification!*
- ✓ Try to claim reimbursement for expenses for individuals NOT on official business?
- ✓ Try to request reimbursement for items outside of the travel guidelines? Or forget to include justification?
- ✓ Submit outside of the appropriate timeframe?
- ✓ Neglect to repay an advance, especially around the end of the travel FY?

REMEMBER:

- The approver must be on the Master Signature List
- Spouses, Friends, etc. may not be reimbursed!
- The DOA audits ALL charges
- All exceptions must be clearly documented

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When to keep Original Receipts?

- **Hotel/Lodging Bills**
  - ITEMIZED, Zero-Balance, Provide any supporting info/receipts too!
- **Rental Car Payment Receipt AND Rental Agreement**
  - *KEEP ALL **GASOLINE EXPENSE RECEIPTS** AS WELL FOR FULL REIMBURSEMENT!*
- **Toll Receipts**
- **Business Meals while NOT in Travel Status**
  - ***Business Meal Expense Request Form*** – Itemized, Every Person involved listed, as well as business reason
- **Travel Meal expense exceeding $75**
  - Per IRS
- **Registration Fee Receipts**
- **Public Carrier Travel Receipts**
  - ***BOARDING PASS!*** *MUST KEEP YOUR BOARDING PASS FOR REIMBURSEMENT! If electronic, SCREENSHOT IT!*
  - *Keep your **Baggage Claim Receipt** too!*

***TIP**: Mark **HOW** you paid & Last 4 digits of card number; Ensure you account for each day's travel expenses!*

Records Retention – IMPORTANT!

Per CAPP Policy:

"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 per CAPP Topic 20310. After three years, all records may be disposed of in accordance with University's Records Management Program."

- *See University Procedure 6-707*

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APD's Travel Tips & Tricks

- Use your Traveler's Checklist!
  - http://www.odu.edu/content/dam/odu/offices/finance-office/docs/travelers-checklist.pdf
- **KEEP EVERY RECEIPT!** Just cuz…
  - ***Pay for your OWN stuff ONLY!***
  - *Itemized receipts are key*
  - *Mark type/last 4 of card on each receipt*
- Review & Remember allowable vs. disallowed expenses!
- Check, double-check, and triple-check the M&IE Table Rates!
- Plan ahead and **well** in advance
- Get to know your Travel Processor ☺
  - *Also – attend a hands-on, one-on-one Chrome River Training with your Processor!*
- Review all Travel Procedures BEFORE Travel
  - Especially: ***Procedure 6-704: Common Travel Reimbursement Errors to Avoid***
  - Laws, Policies & Procedures - Old Dominion University (odu.edu)
- Consider applying for Corporate Travel Card
  - *If not and still tight on funds, request a Travel Advance!*
- Use the Guides & Resources found on the Procurement website
- When in doubt…ASK!

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Contacts

AP Travel Contacts		
Accounts Payable Manager	Monique Johnson-Dowe	m7johnso@odu.edu 683.4813
AP Travel Supervisor	Melissa Snowden	msnowden@odu.edu 683.5020
AP Travel Processor – Lion Team	Erica Paredes	eparedes@odu.edu 683.6831
AP Travel Processor – Big Blue Team	Sharon Kelly	slkelly@odu.edu 683.5435
AP Travel Processor – Monarch Team	Shantel Simmons	stsimmon@odu.edu 683.4964
Virginia Health Sciences – Travel Processor	Minelba Montalvo	montalm@odu.edu
Director of Procurement Services	Etta Henry	ehenry@odu.edu 683.5889
Chrome River Questions		travel@odu.edu

Corporate Travel Card Questions		
Program Administrator	Melissa Snowden	msnowden@odu.edu 683.5020
Backup Program Administrator	Monique Johnson-Dowe	m7johnso@odu.edu 683.4813

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Forms to Use

May be found on the Office of Finance Forms Page:
https://ww1.odu.edu/procurement/forms

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Travel Sub-Account Codes

5103 – Registration Fees

6203 – Gas *(rental vehicles only)*

7102 – Travel, Personal Vehicles – *not* associated with educational training

7103 – Travel, Public Carriers – *not* associated with educational training

7105 – Travel, Subsistence/Lodging – *not* associated with educational training

7107 – Travel, Meal Reimbursements – *not* reportable – use for business & overtime meals

7109 – Employee Training – Transportation, Taxis, Tolls, Lodging, Meals, Personal Vehicle Mileage

7111 – Student Internship Supervision

Athletic-Specific Travel Codes

7202 – Team Transportation

7203 – Team Lodging

7204 – Team Meals/Group

7205 – Recruiting Transportation

7206 – Recruiting Lodging

7207 – Recruiting Meals/Group

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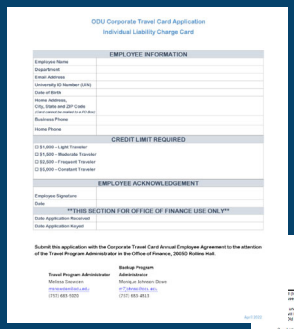
Corporate Travel Card Application & Agreement



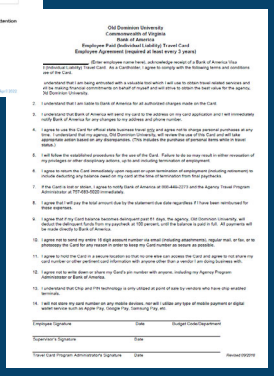
ODU Corporate Travel Card Application
Individual Liability Charge Card

EMPLOYEE INFORMATION	
Employee Name	
Department	
Email Address	
University ID Number (UIN)	
Date of Birth	
Home Address, City, State and ZIP Code (Cities in Central Va. related to a 410 Area)	
Business Phone	
Home Phone	
CREDIT LIMIT REQUIRED	
☐ $1,000 – Light Traveler	
☐ $1,500 – Moderate Traveler	
☐ $2,500 – Frequent Traveler	
☐ $5,000 – Constant Traveler	
EMPLOYEE ACKNOWLEDGEMENT	
Employee Signature	
Date	
****THIS SECTION FOR OFFICE OF FINANCE USE ONLY****	
Date Application Received	
Date Application Keyed	

Submit this application with the Corporate Travel Card Annual Employee Agreement to the attention of the Travel Program Administrator in the Office of Finance, 2005D Rollins Hall.

Travel Program Administrator	Backup Program Administrator
Melissa Deacon	Monique Johnson-Dixon
mdeacon@odu.edu	m7Johns@odu.edu
(757) 683-5020	(757) 683 4813

April 2012



Old Dominion University
Commonwealth of Virginia
State of America
Employee Pledge for Individual Liability Travel Card
Employee Agreement (required at least every 3 years)

_____ (Enter employee name here), acknowledge receipt of a Bank of America Visa Individual Liability Travel Card. As a Cardholder, I agree to comply with the following terms and conditions use of the Card.

I understand that I am being entrusted with a valuable tool which I will use to obtain travel related services and to pay for these services and purchases on behalf of myself and will strive to obtain the best value for the agency, Old Dominion University.

2. I understand that I am liable to Bank of America for all authorized charges made on the Card.

3. I understand that Bank of America will send my card to the address on my card application and I will immediately notify Bank of America for any changes to my address and phone number.

4. I agree to use this Card for official state business travel only and agree not to charge personal purchases at any time. I understand that my agency, Old Dominion University, will review the use of this Card and will take appropriate action based on any discrepancies. (This includes the purchase of personal items while in travel status.)

5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.

6. I agree to return the Card immediately upon request or upon termination of employment (including retirement) to include deducting any balance owed on my card at the time of termination from final paycheck.

7. If the Card is lost or stolen, I agree to notify Bank of America at 888-449-2273 and the Agency Travel Program Administrator at 757-683-5020 immediately.

8. I agree that I will pay the total amount due by the statement due date regardless if I have been reimbursed for these expenses.

9. I agree that if my Card balance becomes delinquent past 61 days, the agency, Old Dominion University, will deduct the delinquent funds from my paycheck at 100 percent, until the balance is paid in full. All payments will be made directly to Bank of America.

10. I agree not to send my entire 16 digit account number via email (including attachments), regular mail, or fax, or to photocopy the Card for any reason in order to keep my Card number as secure as possible.

11. I agree to hold the Card in a secure location so that no one else can access the Card and agree to not share my card number or other pertinent card information with anyone other than a vendor I am doing business with.

12. I agree not to write down or share my Card's pin number with anyone, including my Agency Program Administrator or Bank of America.

13. I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.

14. I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.

Employee Signature Date Budget Code/Department

Supervisor's Signature Date

Travel Card Program Administrator's Signature Date

Revised 09/2010

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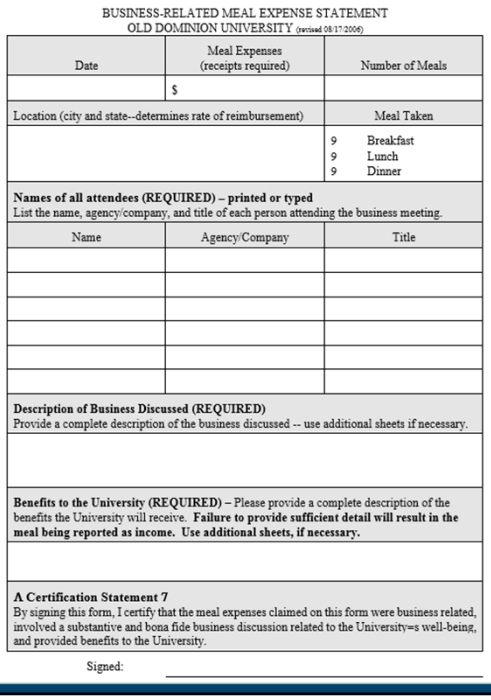
Business Related Meal Expense Form



BUSINESS-RELATED MEAL EXPENSE STATEMENT
OLD DOMINION UNIVERSITY (revised 08/17/2006)

Date	Meal Expenses (receipts required)	Number of Meals
	$	
Location (city and state--determines rate of reimbursement)		Meal Taken
		9 Breakfast 9 Lunch 9 Dinner

Names of all attendees (REQUIRED) – printed or typed
List the name, agency/company, and title of each person attending the business meeting.

Name	Agency/Company	Title

Description of Business Discussed (REQUIRED)
Provide a complete description of the business discussed -- use additional sheets if necessary.

Benefits to the University (REQUIRED) – Please provide a complete description of the benefits the University will receive. **Failure to provide sufficient detail will result in the meal being reported as income. Use additional sheets, if necessary.**

A Certification Statement 7
By signing this form, I certify that the meal expenses claimed on this form were business related, involved a substantive and bona fide business discussion related to the University=s well-being, and provided benefits to the University.

Signed: _____

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Chrome River Enrollment for Non-Employees

OLD DOMINION UNIVERSITY
IDEA FUSION

OFFICE OF FINANCE

Chrome River Enrollment Form for Non-Employees

Complete sections 1 and 3 only, and submit this form to ODU Accounts Payable to process a non-employee reimbursement in Chrome River, if the non-employee is not currently set up as a vendor in Banner. Attach the Commonwealth of Virginia Substitute W-9 form (http://www.doa.virginia.gov/Admin_Services/CVG/Forms/W9_COVSubstitute.pdf) with the enrollment form, and mail the forms to Linda Wallace at ODU Accounts Payable, Rollins Hall, Norfolk VA 23529, or fax to (757) 683-5729. If the non-employee is currently set up as a vendor in Banner, complete sections 1-3, and mail or fax the form as indicated above. Once the non-employee has been set up in Banner, this form will be forwarded to the Chrome River Administrator to set up the non-employee in Chrome River. You will receive an e-mail from travel@odu.edu once the non-employee is set up in Chrome River.

Note: If the non-employee has a foreign address, please contact Linda Wallace at lwallace@odu.edu for additional information on vendor set up in Banner.

①	Full Legal Name	Last		First	Middle
	Remit Address (mailing address)	Street Address			
		City	State	Zip Code	Country
②	Banner UIN				
③	Department Information	Department Name			
		Contact Name			
		Contact E-Mail			
		Contact Phone Number			

*** For Office of Finance Use Only – DO NOT WRITE BELOW THIS LINE ***

UIN	
Address Sequence	

Questions should be directed to lwallace@odu.edu or travel@odu.edu.

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Fin.

- Any Questions?

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Travelers are responsible for understanding and complying with all Commonwealth of Virginia and Old Dominion University policies and procedures. This checklist is intended to serve as a supplement to the full travel policies, procedures and regulations which are available on the Office of Finance website. Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures. Failure to follow the travel guidelines could result in a reduced reimbursement or delayed processing of your reimbursement request. Travelers are also reminded that submitting a false claim for reimbursement constitutes fraud. **Do you need more information regarding travel? Please refer to the travel policies and procedures, or you may contact your Travel Team Processor.**

Actions and Forms that need to be completed PRIOR to overnight travel:

1. Have you provided accurate Direct Deposit information in the system via Banner Self Service? **Required for reimbursement.**
2. Have you completed the **ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form tab of the Consolidated Travel Form if you are a student and you do not have a Chrome River account but require a travel advance? All employees traveling internationally must submit the required Pre-Approval Request in Chrome River.****
3. Are you making reservations for overnight lodging? Do the hotel rates exceed the published per diem rates allowed for lodging? Refer to the U.S. General Services Administration (GSA) CONUS or OCONUS rates available on the Office of Finance website. If yes, complete the ***Request for Pre-Approval-Excessive Lodging tab of the Consolidated Travel Form*** **OR include justification in the Comments section when submitting the Expense Report. In Chrome River, the Lodging Exception Request or the Expense Report will automatically be routed to the BUD or Assistant Vice President for Finance/University Controller for approval of excess lodging after the trip is completed.****
4. Are you Traveling Out of the Country? If yes, students who do not have a Chrome River account must complete the out of country tab of the Consolidated Travel Form. All employees must submit the Pre-Approval Request in Chrome River. **Approval must be obtained from the Provost IN ADVANCE of your travel. The Pre-Approval Request submitted in Chrome River will automatically be routed to the Provost. Please attach complete trip information when submitting a request to travel out of the country.****
5. Do you need a Travel Advance? If yes, students who do not have Chrome River accounts must complete the "Request for a Travel Advance and Summary of Travel Expenses Form" located on the Office of Finance website. All employees must submit the Travel Advance request in Chrome River.
6. Do you need to apply for a Corporate Travel Card? If yes, the application form is available on the Office of Finance website.

***** PAPER PROCESS (for students without a Chrome River Account ONLY if an advance is required!) - The original signed form must be attached to the reimbursement request after travel is completed.*****

Actions required WHILE in overnight business travel status:

1. **Keep receipts and accurate records (refer to Travel Policies and Procedures on the Office of Finance website for details).**

Actions required AFTER overnight business travel completed

1. **Submit the Expense Report in Chrome River *(or for students without a Chrome River Account, the Travel Expense Reimbursement Voucher on the Travel Reimb tab of the Consolidated Travel Form)* to your supervisor within sixty (60) calendar days. If you obtained a travel advance, you must submit your Travel Expense Reimbursement Voucher or Expense Report in Chrome River within fourteen (14) calendar days of completion of the trip for which an advance was obtained.**

2. **Did you do the following?**
   - **a.** **All International Travel – Did you obtain approval *in advance*? Did you complete and submit the Pre-Approval Request in Chrome River – Required for ALL employees. *Did you complete the appropriate section on the Travel Estimate tab? Required for students who do not have Chrome River accounts.***
   - **b.** **All International Travel** - Did you attach the original Pre-Approval Request to the Expense Report in Chrome River, if the trip involved international travel? *OR if you are a student without a Chrome River Account, the "Travel Estimate/Excessive Lodging/Out of Country Approval Form" to your paper travel expense reimbursement voucher?*
   - **c.** **All International Travel -** Did you attach a copy of the international rates in effect for the time of travel? Be sure to use a current web browser to access this site – http://aoprals.state.gov/web920/per_diem.asp - *required for students who do not have Chrome River accounts.* **FOR EMPLOYEES - Allowable rates automatically populated in Chrome River.**
   - **d.** **All International Travel** - Did you submit your travel expense reimbursement voucher in U.S. Dollars and attach a copy of the currency conversion calculator you used? *Required for students who do not have Chrome River accounts.* **FOR EMPLOYEES - Foreign currency amounts are automatically converted in Chrome River.**
   - **e.** Did you receive a **Travel Advance**? If yes, attach a copy of the travel advance form to your completed travel reimbursement voucher. *Required for students who do not have Chrome River accounts*. **All employees must submit an Expense Report in Chrome River to record all travel expenses incurred for the trip, including the expenses that were covered by the travel advance.**
   - **f.** Did you document Commuting Mileage on the completed travel expense reimbursement voucher or Expense Report?
   - **g.** Did you list each day's expenses separately?
   - **h.** Did you attach the required **ORIGINAL** supporting receipts?
   - **i.** Did you attach a hard-copy confirmation of expense (payment page) if online methods were used to procure services?
   - **j.** Are you seeking reimbursement for any items that could be procured with the PCard? If yes, record the payment method and last 4 digits of credit card number on the receipt or in the Comments section on the Expense Report, if applicable.
   - **k.** **STUDENTS completing the Paper Process** - Is the individual approving your travel expense reimbursement voucher on the authorized signature list? Is the individual approving your travel expense reimbursement voucher higher in the organizational structure than the traveler?
   - **l.** **STUDENTS completing the Paper Process** - Did you sign and date your travel expense reimbursement voucher in **ink**?
   - **m.** **STUDENTS completing the Paper Process** - Did your supervisor sign and date your travel expense reimbursement voucher in **ink**?

TERMINOLOGY

- **Agency Head or Designee**: An agency head is the officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution. A designee is any other person appropriate designated to act on behalf of the agency head. Such designation must be approved the by agency head in writing and retained on file within the agency. All designee signatures on a reimbursement voucher must be identified as a "designee Signature." *Travelers may not approve their own travel-related documents - Someone higher in the organizational structure must approve.*
- **Base Point**: Place, office, or building where the traveler performs his/her duties on a routine basis.
- **Commuting Distance**: Round-trip distance traveled routinely by the employee between his residence and his base point.
- **Commuting Mileage**: Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled work day is considered commuting mileage. *An employee can have only one assigned base point.* Commuting mileage and other commuting costs incurred on normal workdays are considered personal expenses and are not reimbursable.
- **Commuting Status**: Period of time in which an employee is routinely traveling between his residence and his base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable
- **Exempt Agency**: A State agency that does not fall under the Executive Branch of State government or whose enabling legislation establishes the organization as a separate political subdivision of the Commonwealth.
- **International Travel**: International travel consists of all travel to areas outside the 48 contiguous United States. *Please note that Alaska and Hawaii are considered international destinations, even though they are part of the United States.* You must obtain advance approval prior to traveling to non-foreign, non-contiguous locations.
- **Non-State Employee**: Any individual who is not employed by the State, but who is conducting State business, including a member of any board or commission.
- **Official Station**: The area within a 25-mile radius of an employee's designated base point.
- **Sponsored Programs**: Programs funded by revenue derived from grants and contracts.
- **Travel Estimate/Pre-Approval Request**: Required in advance for international travel.
- **Travel Expense Reimbursement Request OR Travel Expense Report**: Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation (including itemized, original hotel bills and receipts as required) provides support for reimbursement of travel expenses.
- **Travel Routing**: Travel routing, whether by public transportation, privately-owned vehicle, State-owned vehicle or for-hire conveyance, shall be the most direct practicable route.
- **Travel Status**: Travel outside an employee's official station.
- **Trip**: Any period of continuous travel between when the traveler leaves his residence or base point and returns to his base point.

Form Submission Chart (not all inclusive of requirements)

Form Name or Travel Requirement	Why It's Needed	Who Can Approve	Timing	Additional Requirements
ODU Travel Estimate (Travel Estimate tab of the Consolidated Travel Form) or Pre-Approval Request in Chrome River (attach signed original to travel voucher **or indicate that the original form in AP***)	Required for all international travel in Chrome River Submit Pre-Approval Request	Dean or Director reporting directly to a Vice President and Provost/Vice President for Academic Affairs**	In advance of travel.	Signed/approved copy must be attached to any travel advance requests or POs associated with travel. Original must be included with Travel Voucher *
For Travel Outside the Boundaries of the United States and Its Territories - on the Travel Estimate tab of the Consolidated Travel Form, provide funding source - requires signature of Provost/Vice President for Academic Affairs) (attach signed original to travel voucher **or indicate original form in AP***)	State requires pre-approval for all international travel – in Chrome River, submit Pre-Approval Request	Budget Unit Director, Dean/ Director, and Provost/Vice President for Academic Affairs signatures required	In advance of travel – recommended 30 days in advance as a minimum	Signed/approved copy must be attached to any travel advance requests *. Original must be included with Travel Voucher. Must be submitted in U.S. Dollars and currency conversion method attached.
Business-Related Meal Expense Statement OR Chrome River Business Meal Form (attach signed original to travel voucher)	Meals not associated with overnight travel are not allowed unless specific requirements are met.	Signature of traveler required	When reimbursement voucher submitted	Original attached to Travel Voucher – receipt required
Request for Travel Advance and Summary of Travel Expenses Form – ODU employees must submit in Chrome River (attach a copy to your travel voucher) Travel Voucher must be submitted within 14 calendar days to reconcile advance	Required if traveler is requesting travel funds in advance to cover out of pocket expenses – restrictions apply	Signature of traveler required – approval of budget unit director or someone higher in the organizational structure **	Approximately 2 weeks prior to travel – checks available 3 days before travel occurs	**Show advance amount on travel voucher – must submit travel voucher within 14 days of travel**
Request for Student Travel Advance Form – students with a current Chrome River account must submit in Chrome River (attach a copy to your travel voucher) Travel Voucher must be submitted to reconcile advance within 14 calendar days	Required if student traveler requesting travel funds in advance to cover out of pocket expenses	Signature of student traveler required – approval of budget unit director – make sure student aware of stipulations	Approximately 2 weeks prior to travel – checks available 3 days before travel occurs	Most travel arrangements should be prepaid – **show advance amount on voucher – must submit travel voucher within 14 days of travel**
Travel Expense Reimbursement Voucher (Travel Reimb tab of Consolidated Travel Form) or Expense Report in Chrome River **(*indicate if Travel Estimate Form in AP)**	To request reimbursement for travel expenses – official state business only	Signature of traveler required – approval of supervisor (must be on signature list) or someone higher in the organizational structure than traveler **	Submit within 60 calendar days of travel, supervisor must submit to AP within 5 work days of receipt from employee	Attach original signed ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form **(or indicate original form in AP *)** – **must be signed and dated by the traveler and supervisor.**
Travel Expense Reimbursement Voucher continuation form (Travel Reimb Cont Sheet tab of Consolidated Travel Form) or Expense Report	As a continuation of travel expenses	Same as Travel Expense Reimbursement Voucher **	See Travel Voucher	Must be attached to Travel Voucher – be sure your name is on the cont. sheet
Lodging Exception Request - located on the Travel Estimate tab of the Consolidated Travel Form (ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form or Expense Report in Chrome River – complete Lodging Exception Request - Must be completed **and approved** by BUD or Assistant Vice President for Finance/ University Controller ***after the trip***. Attach original to travel voucher – **or indicate original in AP***)	Must be used when lodging costs exceed published per diem amount	Budget Unit Director or Assistant Vice President for Finance/University Controller may approve up to 100% over guidelines, exceptions more than 100% over guidelines must be submitted to Richmond for approval **	Allow sufficient time to obtain approvals – submit to AP after travel	Attach original, signed and approved form to travel voucher **(or indicate original in AP*)**

**** Travelers may not approve their own travel-related documents – approval must be provided by someone higher in the organizational structure.**