

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Outside the United States

Proc #: 6-714

A. PURPOSE

Travel outside the boundaries of the United States and its territories requires PRIOR written approval of the appropriate Vice President and the Provost or President. The purpose of this procedure is to provide needed guidance to University employees for international travel.

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
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
Office of Finance Procedure 6-706, M&IE Per Diem and Lodging Guidelines

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. In addition to all other policies set forth in ODU travel policies, the following *additional* policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.
2. **Advance Approval (Required for All International Travel)** - If a traveler is required to leave the country on University business, the approval of the appropriate provost or designee must be obtained *prior* to the beginning of the trip. To obtain prior approval for international travel, the Pre-Approval Request must be completed in Chrome River. The Pre-Approval Request will be automatically routed to the traveler's supervisor, the Budget Unit Director and the Provost/designee. Please attach complete trip information when submitting a request to travel out of the country.
3. **Timing** - It is recommended that this approval be obtained at least 30 days in advance of travel.
4. **Three or more traveling to a single international destination** - To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single *international* travel destination must be approved *in advance* by the Agency Head or designee. To obtain prior approval for international travel, the Pre-Approval Request must be completed in Chrome River. The Pre-Approval Request will be automatically routed to the traveler's supervisor, the Budget Unit Director and the Provost/designee.
5. Airline travel cannot exceed the rates charged for tourist/coach class fare except, with careful consideration of the reasonableness limitations specified in these regulations, the approving authority may grant permission for **business class** travel under the following circumstances:

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- a. When it does not cost more than the lowest available tourist/coach fare (**comparison must be attached to the Expense Report**) or
 - b. For travel to Western Europe if the business meeting is conducted within three hours of landing, or
 - c. For transoceanic, intercontinental trips involving flight time of more than eight consecutive hours, or
 - d. If the traveler pays the difference.
- 6. Reimbursement for first-class travel is prohibited.**
7. A higher level of coach class service that charges a premium for a desired seat is an upgrade or enhancement to the coach fare and is not reimbursable.
8. **Boarding passes are required for all air and rail reimbursements if procured via the Internet.**
9. Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.
10. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government and for non-foreign, non-contiguous United States areas by location (refer to procedure 6-706).

For Non-Foreign, Non-Contiguous U.S. Areas by Location (GSA OCONUS) Rates for cities and countries outside the 48 contiguous states can be found at the following web site by selecting "Other Per Diem Rates" and choosing the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for Non-Foreign areas. If a specific city is not listed, use the "Other" rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses.

https://aoprals.state.gov/web920/per_diem.asp

Foreign Locations by Area - International travel destinations may justify higher reimbursement amounts. The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the U.S. General Services Administration. Please note that for travel reimbursement

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purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States (refer to GSA OCONUS rates). The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

https://aoprals.state.gov/web920/per_diem.asp

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.