

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Travel Expenditure Sub Object Codes

Proc #: 6-703

A. PURPOSE

The purpose of this procedure is to provide guidance on the use of travel sub object codes to ensure that expenditures are charged properly.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Accounts Payable

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
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations”
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Accounts Payable 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
ODU Training Materials
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

University Departments

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 04/15/09

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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:

It is important that expenditures are charged to the correct sub-object code. Please use the following expenditure sub-object codes when charging travel-related expenses. A complete listing of expenditure (or revenue) sub-object codes can be found on the Budget Office's web site (www.odu.edu/budget) under *Budget Resources*. You will need Adobe Acrobat Reader to view the full listing.

5103 - Employee Training Courses, Workshops, and Conferences - Use for registration fees. For other related costs (i.e., lodging and meals associated with conference travel), use sub-object 7109.

6203 - Gasoline – Include expenses for gasoline purchases.

7102 - Travel, Personal Vehicles - Use for personal mileage not associated with educational training. Do not use for parking and tolls (see 7105).

7103 - Travel, Public Carriers - Use for expenses for individual travel by aircraft (state and private sector), airport limousine, bus, leased vehicle, taxi, train, and watercraft not associated with educational/conference travel. Travel costs associated with attending training courses should be charged to 7109.

7105 - Travel, Subsistence and Lodging - Expenses for gratuities, lodging, and similar subsistence and for parking fees and tolls related to 7103 and 7105 Travel costs associated with attending training courses should be charged to 7109.

7107 - Travel, Meal Reimbursements - Not Reportable to the IRS - Use for business-related meals and overtime meals. Include reimbursements for meal expenses which were incurred during trips which required overnight lodging or rest or for special work assignments, such as business luncheons, recruiting or interviewing job applicants through the lunch hour, or for any overtime work in which a meal is purchased by an employee and is eaten on the employers premises for the convenience of the employer. (Meals that are part of a training or education package and are not reportable to the IRS should be charged to sub-object code 7109.)

7109 - Employee Training - Transportation, Lodging, Meals, and Incidentals (costs other than registration fees) - Include costs for airfare, taxis, tolls, lodging, meals and personal vehicle mileage reimbursement, associated with employee training and development.

7111 - Travel for Student Internship Supervision - Student Internship Supervision supporting recovery of travel costs incurred by employees for supervision of student internships.

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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.