



OLD DOMINION
UNIVERSITY

I D E A FUSION

**Certificate in University Financial Management:
Travel Textbook**

TABLE OF CONTENTS

Overview & Objectives 2

Individual Traveler’s Responsibilities 2

Traveler’s Checklist 3

Travel Teams 4

Terminology 4

Electronic Travel Reimbursements (direct deposit) 5

Travel Planning 5

 ODU Employees 5

 Visitors and Other Non-ODU Employees 6

 Lodging Exception Request 6

 International Travel 7

 Sponsored Program Funds (exceptions to guidelines) 9

 Using the Internet to Purchase Travel Services 9

 Payment Methods 9

 Conferences, Conventions, Seminars, & Workshops 10

General Travel Information 10

 Public Transportation 10

 Nonrefundable Airline Tickets 10

 Frequent Flyer Coupons 11

University Corporate Travel Card 12

 Eligibility 12

 Obtaining an Application/Receiving Your Card 12

 Annual Cardholder Training 12

 General Information and Appropriate Use 13

How to Request and Complete Travel Advances 17

Use of Rental Vehicles 19

When to Use Your Personal Vehicle 20

 Cost Benefit Analysis 21

Conferences (Registration Fees) 23

Meals (Reimbursable Meal Limits) 25

 Meals (overnight) 25

 Business Meals 26

 Overtime Meals (rules) 28

Lodging Accommodation Guidelines 28

M&IE Per Diem and Lodging Guidelines 30

Allowed & Disallowed Miscellaneous Expenses 32

Travel Sub-Object Codes 34

Chrome River 35

Travel Reimbursement Requirements 36

Forms 37

Common Reasons Why Travel Vouchers/Expense Reports Are Rejected/Delayed 38

Questions, Problems, Complaints, Exceptions 39

Form Submission Chart 40

OVERVIEW:

The purpose of this training is to provide the guidelines that must be followed by individuals when traveling on official Old Dominion University business. These guidelines should be made available to every University traveler since the Commonwealth of Virginia will reimburse only reasonable and necessary expenses incurred for official University business. Individuals are expected to exercise prudent judgment when making travel arrangements and expending University funds. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence, and necessity are of primary concern. **The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.**

Commonwealth policy allows Old Dominion University to adopt more restrictive policies and procedures.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

Old Dominion University is required to communicate State travel policies, regulations and procedures to all employees who travel on State business. Additionally, agencies must ensure that all travel expenses conform to the State travel regulations.

IMPORTANT REMINDER: It is Old Dominion University's policy to adhere to Commonwealth of Virginia CAPP Manual Policies without regard to the Ledger being charged. These training materials comply with all CAPP Manual Policies and apply to ALL transactions without regard to whether they are charged to Ledger 1, Ledger 6, etc. Exceptions to the University's published guidelines must be requested, and approved, IN ADVANCE, by the Director or Procurement Services or designee.

OBJECTIVES:

From this training session you will learn about:

- Electronic reimbursement (*required for all travel*), and how to complete a Reimbursement Request
- Travel Teams
- When advance approval is required, how to obtain it, and the forms needed
- How to obtain approval for lodging amounts in excess of approved guidelines (*required after travel occurs*)
- Who may apply for, and How to use the Corporate Travel Card (*including limitations and exclusions*)
- How to request travel advances (*including completion of forms*)
- When to use your personal vehicle/what the reimbursement rate will be
- Meal and lodging per diem guidelines
- What form to use for business meals
- Travel sub-object codes
- Automated Expense Report
- Common reasons travel vouchers are returned/reduced
- Who to contact with questions

INDIVIDUAL TRAVELER'S RESPONSIBILITIES:

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 website.

APPROVAL OF TRAVEL-RELATED DOCUMENTS - Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve.



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 BEFORE 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 DICONUS 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://www.state.gov/web/ODU/our_files.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?

TRAVEL TEAMS:

Each University Department is assigned a specific travel processor to allow for better communications between Accounts Payable and departments, as well as a more thorough understanding of the unique business operations of each unit. Prepayments are also handled by *your* Travel Team Processor.

BIG BLUE TEAM – Michael Demb		
Academic Skills Department	Auxiliary Enterprises	Budget Office
Information Technology Services	Construct & Procure Services	Counseling Services
Facilities Management	International Programs	Intercollegiate Athletics
Public Safety	Recreational Sports	Student Housing & Residence Life
University College	Office of Finance	VP Academic Affairs
VP Admin & Finance	Office of Registrar	
MONARCH TEAM – Shantel Simmons		
Admissions	Financial Aid	VP Human Resources
Institutional Advancement	Institutional Equity	VP for Research
Vice Provost Distance Learning	VP SEES	AVP Academic Services
Library	President	Enrollment Services
LION TEAM – Melissa Snowden		
College of Arts & Letters	Strome College of Business	College of Health Sciences
College of Sciences	College of Engineering & Technology	College of Education

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.

ELECTRONIC TRAVEL REIMBURSEMENTS – The ONLY Way!

The Appropriations Act requires that employees who submit travel vouchers be reimbursed electronically. This mandate is an integral part of the statewide effort to reduce administrative costs. To ensure full compliance with this law, all employees must sign up for direct deposit of travel reimbursements.

Old Dominion University can no longer issue travel reimbursements to ODU employees via check.

All travel reimbursements for ODU employees will be issued through direct deposit. *Students, visitors, and non-employees receive check reimbursements.*

IF YOU PLAN TO TRAVEL

- Update your Direct Deposit Information in the system via Banner Self Service if you have not already done so
- A Quick-Reference Guide for updating this info via Banner Self Service is available here:
<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/direct-deposit-self-service-guide.pdf>

No AP Direct Deposit Enrollment Form on File?

The traveler will receive a warning message if the direct deposit is not on file when submitting a request for reimbursement in Chrome River.

- Students may respond to the warning message indicating that students are not required to have AP direct deposit.
- Employees must submit the **AP Direct Deposit Form** to the AP Audit team.
 - AP Audit will email the traveler once the **AP Direct Deposit Form** has been processed.
 - The traveler can submit the reimbursement in Chrome River on the next day after the email notification is received from AP Audit.

Banking Information Change?

If your banking information changes, please submit another form with the new account information so travel reimbursements can be deposited to your correct bank account.

Payment Processing

If a voucher is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is five (5) business days from receipt of a complete and accurate voucher. Vouchers processed by the travel processor by Tuesday should be deposited by Friday (if processed after Tuesday, the funds will be deposited on Wednesday of the next week) **as long as the voucher is submitted correctly.**

PRE-APPROVAL REQUESTS:**University Employees**

Employees must prepare an estimate of the total cost of any proposed international travel and obtain approval prior to travel. Complete a Pre-Approval Request in the Chrome River automated system. Deans and directors reporting directly to a vice president are authorized to approve the request. If travel is out of the country, the Provost/ Vice President for Academic Affairs must sign in advance of travel (*refer to INTERNATIONAL TRAVEL APPROVAL for more details*).

Approval Structure via Chrome River - the traveler and the dean/director both must submit the request, (and therefore verify electronic signature), in advance of the travel for international travel. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve – the approver must be on the signature list.

If lodging exceeds the allowable guideline, the authorized BUD or Director or Procurement Services must approve the automated Expense Report after the trip (*refer to LODGING EXCEPTION REQUEST for more details*).

VISITORS & OTHER NON-ODU EMPLOYEES:

Enrollment in Chrome River for Non-Employees – In order for non-employee travel reimbursements to be processed, individuals must be 1) set up in Banner as a vendor with a University Identification Number (UIN) assigned and 2) then set up in Chrome River to receive reimbursements. All non-employees must complete the ***Chrome River Enrollment Form for Non-Employees*** (full information is contained on the Filing Reimbursements webpage): <http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements>

A COV Substitute W-9 and the ***Chrome River Enrollment Form for Non-Employees*** must be submitted to Accounts Payable, ATTN: Linda Wallace; Old Dominion University; Rollins Hall; Norfolk, VA 23529 to set up the non-employee account if the non-employee name is not listed on the payee list when preparing the non-employee Expense Report in Chrome River.

Direct Billed to ODU using an eVA Purchase Order – For interview candidates, athletic recruits, guest lecturers, and other non-employees, lodging expenditures can be direct billed to ODU using an eVA purchase order. The Pre-Approval Request is not required, BUT the eVA Purchase Order must clearly state that the lodging is for a non-ODU employee. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).

Reimbursed via Chrome River Expense Report – For interview candidates, athletic recruits, guest lecturers and other non-ODU employees lodging expenditures *not* direct billed and any other travel expense that is to be reimbursed should be done on an Expense Report. However, the Pre-Approval Request is not required. The Expense Report should be completed by the ODU employee designated to input non-employee reimbursements. The Expense Report will automatically be routed to the supervisor for approval. State travel regulation dollar limits in these guidelines apply unless there is a contractual agreement that states otherwise (documentation required).

Independent Contractors – Generally, independent contractors should not be reimbursed separately for travel expenditures via the Chrome River Expense Report. Travel expenditures should be included as part of the contract.

All required information must be entered. If you have ANY questions about travel reimbursements for independent contractors, please contact your Travel Team Processor!

LODGING EXCEPTION REQUEST (Rates in Excess of Published Guidelines)

Approval for excess lodging costs must be obtained after the trip by submitting the Expense Report in Chrome River. Budget Unit Directors are responsible for ensuring travelers understand their responsibilities for making a good faith effort to secure lodging within the published guidelines ***before*** requesting exceptions.

For all official State business-related travel, the BUD or the Director or Procurement Services is authorized to approve reimbursement after the trip for lodging **up to 100% over the guidelines**, when circumstances warrant, **in all instances where approval for excessive lodging is requested**. All such exceptions up to 100% over lodging guidelines will be approved by the BUD or Director or Procurement Services **after the trip**. *As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g., taxi or rental car expense avoided) between a non-conference hotel and the conference location.*

Only the Commonwealth of Virginia Comptroller's designee (Director of General Accounting) may grant exceptions for expenses exceeding 100% over the guidelines, and must do so in advance of the trip. Requests for expenses exceeding 100% over the guidelines must be reviewed, evaluated, and approved by the Office of Finance prior to sending it to DOA. Please be sure to submit the lodging exception requests that exceed 100% over the guidelines early enough to allow for the approval process to be completed. Failure to complete requests timely could delay reimbursement. **Such approvals must**

be attached to the Chrome River Expense Report when submitted for reimbursement. Requests for such exceptions must include sufficient documentation showing alternative cost comparisons that justify the exception. The cost comparison must include the name and complete address of the hotels, including zip code, used for the cost comparison. **Failure to attach this cost comparison will result in the form being returned without action.** **Dividing the hotel rate by the number of persons staying in room for purposes of justifying rates that exceed the lodging guidelines is not permitted (see Lodging Accommodation Guidelines for more details).**

EXCESS LODGING APPROVALS:

The Expense Report will automatically be routed to BUD or the Director or Procurement Services for approval of the excess lodging after the trip.

- Ensure the justification for the excess lodging is shown in the Comments section.
- Ensure the actual hotel rate and hotel taxes are shown on separate lines using the Expense Types for Lodging and Lodging Taxes, respectively.

Lodging expenses incurred beyond approved amounts will NOT be reimbursed. In such cases, taxes and surcharges will be prorated based on the appropriate rate only.

Calculating taxes/surcharges to be reimbursed when hotel lodging rate is reduced

The Department of Accounts performs a yearly audit of agency travel expenditures to ensure that exceptions appear reasonable and appropriate. To figure the amounts to be reimbursed when taxes and surcharges must be pro-rated based on the approved rate, use the following information:

LINE A:	Daily hotel rate shown on hotel bill	
LINE B:	Total of daily taxes shown on bill	
LINE C:	Allowable hotel rate per guidelines	
LINE D:	Percentage of allowable taxes (LINE B / LINE A)	%
LINE E:	Allowable taxes to be reimbursed (LINE C * LINE D)	
LINE F:	Total reimbursable lodging and taxes (LINE C + LINE E)	

INTERNATIONAL TRAVEL APPROVAL (Out of Country Travel):

In addition to **all** other policies set forth in published travel policy, the following *additional* policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.

Advance Approval Required! If a traveler is required to leave the country (or travel to non-foreign, non-contiguous destinations) on University business, the written approval of the appropriate vice president and the provost or the president must be obtained **prior** to the beginning of the trip. *(When requesting approval for out-of-country travel, please attach complete trip information.)*

Timing - It is recommended that this approval be obtained at least 30 days in advance of travel.

Obtaining Approval

Automated Process – Input a **Pre-Approval Request** in Chrome River. The request will be automatically routed to the immediate supervisor, authorized BUD, and Academic Affairs for approval.

Additional Guidelines for International Travel:

Specifically, airline travel cannot exceed the rates charged for tourist/coach class fare except as follows. 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:

- When it does not cost more than the lowest available tourist/coach fare (*comparison must be attached to Expense Report*) **or**
- For travel to Western Europe if the business meeting is conducted within three hours of landing, **or**
- For transoceanic, intercontinental trips of more than eight hours, **or**
- If the traveler pays the difference.

NOTE: Reimbursement for first-class air or rail travel is prohibited. Premium coach seating is not reimbursable.

- Boarding passes are required for all air and rail reimbursements.
- If a **Travel Advance** is requested and submitted in Chrome River, this must be attached to the Advance Request before the advance will be processed.
- Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act. **However, if a higher personal mileage rate is justified, a request for approval must be sent to the Accounts Payable Manager so that approval from Richmond can be obtained.**

International Per Diem Rates (Lodging and M&IE):

Foreign 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 Federal Government. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas. Please note that for non-foreign, non-contiguous destinations (i.e., Alaska and Hawaii) you must use the Other Per Diem rates that are found on the link shown below.

Travel per diem rates for cities and countries **outside the 48 contiguous states** can be found at the web address below: https://aoprals.state.gov/web920/per_diem.asp. Choose the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for 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. Be sure to use a current web browser to access this site (*see example screen shot*).

Select “Foreign Per Diem Rates by Location” for **foreign** locations; Select “Other Per Diem Rates” for **non-foreign, non-contiguous locations outside the continental United States** - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States.

The screenshot shows a web browser window displaying the U.S. Department of State Office of Allowances website. The page title is "Foreign Per Diem Rates by Location". The main content area includes a dropdown menu for "Country" set to "*All Locations*" and a "Go" button. The sidebar on the left contains a navigation menu with the following items: "Office of Allowances", "Per Diem Rates" (with sub-links for "Foreign Per Diem Rates" and "Other Per Diem Rates"), "Allowance Rates", "Standardized Regulations (DSSR)", "General Information", and "Quarterly Report Indexes". The footer contains links for "Updates", "Frequent Questions", "Contact Us", "Email this Page", "Subject Index", and "Search".

International Travel Reminders:

Keep your receipts! Tape all receipts to an 8 ½" x 11" piece of paper and submit along with your request. The Chrome River system will automatically convert foreign currency amounts to US Dollars, which is required to process reimbursement requests. Printouts of currency conversion rates are NOT required because of this. Per Diem Rate printouts are NOT required, as Chrome River will automatically calculate the correct current per diem rates based on your destination. You may view today's reimbursement rates here: <http://www.xe.com/ucc/>. To find a historic rate or Average Rate for Extended Trip, check here: <http://x-rates.com/cgi-bin/hlookup.cgi>.

SPONSORED PROGRAM FUNDS (Exceptions to the Meals and Lodging Guidelines):

All travel reimbursements for meals, lodging, airfare, etc. funded **solely** from sponsored program funds are governed by the terms and conditions of the individual grant or contract. You must attach a copy of the terms and conditions of the grant/contract related to travel. ***If the grant or contract is silent regarding these monetary reimbursements, the limitations in these regulations will apply.*** In all cases, administrative requirements cited in these regulations must be followed. ***NOTE: Solely funded means charged 100% to the grant or contract.***

What if funding is split between Commonwealth and grant or contract sources? If funds to cover the travel come from Commonwealth and grant or contract sources, the maximum allowable lodging and M&IE per diem rates in these regulations apply.

Statement Required on the Expense Report - Please remember that the words "Sponsored Program" should be clearly stated on the Expense Report. **If the words "Sponsored Program" are not clearly stated on the Expense Report, then reimbursement for travel expenses will be made based on the Commonwealth's published rates contained in these guidelines.**

USING THE INTERNET TO PURCHASE TRAVEL SERVICES:

In addition to all other policies set forth in published travel policies, the following policies must be adhered to when using the Internet to purchase travel services. Usage of the Internet to purchase travel services is allowed. Use prudent judgment when choosing an Internet travel service site. A cost/benefit analysis must be performed prior to purchasing services via the Internet to ensure that it is cost beneficial for the Commonwealth. The traveler must comply with all procurement guidelines.

Payment Methods When Purchasing Travel Services via the Internet:

When paying for services via the Internet, the following methods may be used:

1. **Travel Charge Card**: may be used for all types of travel-related purchases (*reimbursement not available until travel is completed*).
2. **Purchasing Card (no reimbursement to traveler)**: may only be used for transportation tickets (i.e., rail, air, bus) and conference registration fees. ***Before using your PCard for transportation or conference registration fees, you must contact the PCard Program Administrator to have travel restrictions lifted.*** (Do not claim this on the Expense Report.) Be sure to include these expenses on the Expense Report, if required. Expense paid by PO or on the PCard can be recorded on the Expense Report if the box indicating "paid on PO or PCard" is checked, so the expense will be excluded from the reimbursement.

SPECIAL NOTE: Please note that airline travel regulations state that passengers with electronic tickets purchased using a charge card may be asked to produce the card at check-in if the traveler chooses Express Key Check In. A cardholder purchasing a ticket for another traveler must ensure that a *paper ticket* is issued to avoid a problem at check-in.

3. **Personal Credit Card**: *reimbursement not available until travel is completed*

Additional Documents to Submit (travel services purchased via internet):

In addition to all other documents required by travel policy, the following supplementary documents must be submitted with the Expense Report when you have purchased services via the Internet:

- **Hardcopy final page (*payment page*) from Internet showing total cost and confirmed service (failure to do so will delay reimbursement).**
- Cost/benefit analysis showing that the Internet purchase saved money for the University. Some Internet sites charge a fee for their services so the cost/benefit analysis would need to take these charges into account.
- Confirmation from the hotel of actual lodging costs since an invoice may not be created if the Internet travel provider is paid in advance. *(For example, when purchases are made on Priceline.com, the employee may have to pay for hotel services with a travel charge card at the time of booking. In that case, a typical hotel bill will not be produced since the hotel has been paid via other means. Therefore, the employee would need to obtain another type of confirmation of actual lodging costs. The traveler is responsible for obtaining this information and submitting it with the travel reimbursement request.)*
- Airline confirmation - either ticket stub or boarding pass (for e-tickets) - of the type of ticket purchased (i.e., coach, business). **Failure to provide this confirmation will delay reimbursement.** Boarding passes are **required** for all air and rail reimbursements made directly to an employee.

CONFERENCES, CONVENTIONS, SEMINARS AND TRAINING WORKSHOPS:

Travel by more than three employees to single travel destination

To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be approved in advance by the Agency Head or designee. The Budget Unit Director's e-signature on the Chrome River Pre-Approval Request certifies business necessity and meets this requirement. **A statement documenting business necessity must be maintained in departmental files for audit purposes.**

The Pre-Approval Request is only required for international travel. The traveler must select "yes" from the drop-down box if there are multiple travelers. This includes travel of presenters as well as attendees. These provisions apply to daily as well as overnight travel.

Where it is determined that a seminar, workshop, or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio or video teleconferencing where these options may be more cost-effective. In selecting locations for meetings, agencies shall give first preference to State-owned facilities. **Payment Note** – Refer to *Conferences (Registration Fees)*.

GENERAL TRAVEL INFORMATION:

Public Transportation includes:

- Rental Car
- Plane
- Train
- Bus
- Taxi or Shuttle and other "for hire transportation"

Public transportation rates must not exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher and **must indicate method of payment. If payment was made by credit card, please provide the type of credit card and the last 4 digits of the card number on the receipt.** Because of the liquidity of air and rail tickets, any unused portions must be returned to the agency for credit.

Premium Coach Airline Seating – Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable.

Charges for changes to tickets/reservations to accommodate personal comfort, convenience or taste are not reimbursable. Change fees must be explained fully on the travel expense reimbursement voucher.

For Hire Transportation - For Taxis, shuttle vans and other forms of “for hire transportation,” receipts are required only if the reimbursement claim exceeds \$75. Additionally, travelers must identify a reason for the necessity of the “for hire transportation” on the Expense Report.

Day trips/gratuities for taxi/shuttle (no per diem reimbursed): For all trips, a maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the fare and the amount of the tip. Receipts are not required for the tip reimbursement.

An eVA PO or Authorization for Payment (PA01) Form, if applicable, is required for purchase of travel tickets for all direct billings by travel agencies. Rates for air and rail tickets should not exceed those charged for tourist or coach class. Airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable. Travelers have the following options available for the purchase of air and rail tickets.

Payment Options for Purchasing Transportation Tickets

1. **eVA** – preferred method: **No reimbursement to individual.** Attach a copy of the Pre-Approval Request to your file copy, if the trip involves international travel or if required.
Reminder about e-tickets - Departments should complete e-Receivers for travel tickets as soon as the traveler receives the e-ticket/itinerary via email (within 3 work days). The email date for the e-ticket is the date you received the ticket.
2. **Corporate Travel Card** (in the name of the individual traveler): **Reimbursement not available until travel is completed.** The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.
3. **PCard (purchasing card)** – be sure to include these expenses on the Pre-Approval Request, if required. **No reimbursement to individual.** Cardholder must first complete a “Travel Exception Form.” Contact the PCard Program Administrator for additional information.
4. **Personal Charge Card:** **Reimbursement not available until travel is completed.** The card type and the last 4 digits of the card number must be on the receipt if services/goods can be purchased using PCard.

Nonrefundable airline tickets should be purchased only when you are reasonably sure that the travel will occur as planned. Budget Unit Directors should implement departmental procedures to minimize the occurrence of unused tickets or increased costs based on changes in travel needs.

Travel credits, reduced rates, or free services (i.e., frequent flyer mileage) received from public travel facilities (i.e., airlines, car rental agencies, motels, etc.), for whatever reason, **accrue to the Commonwealth.** Any such credit, reduced rate, or free service must be reported to the Director or Procurement Services and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.

IMPORTANT NOTE: Please remember that only the cardholder of the Corporate Travel Card or the PCard is authorized to make charges on the associate card. In addition, if an individual chooses to use the Corporate Travel Card or a Personal Charge Card for official travel purposes, reimbursement is not available until after travel is

completed. There is no travel reimbursement associated with eVA or the PCard, since these items are paid directly to a vendor.

Can I use frequent flyer coupons? Frequent flyer coupons can be used only to benefit the University. They cannot be used for personal use. Travel credits for whatever reason **accrue to the Commonwealth**. Any such credit, reduced rate, or free service must be reported to the Director or Procurement Services and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.

UNIVERSITY CORPORATE TRAVEL CARD (Bank of America):

Eligibility - Who can Apply?

- The corporate travel card is available to University travelers (full and part-time faculty and staff) to charge expenses while conducting official state business.
- Charge cards may be issued to individuals who must travel more than twice in one year.
- ***Students are not eligible for the Corporate Travel Card.***

Obtaining an Application/Receiving Your Card

Employees who wish to apply for a Corporate Travel Card should complete the ***Corporate Travel Card Application***, which is posted on the website: <https://www.odu.edu/content/dam/odu/offices/finance-office/docs/corporate-travel-card-application.pdf>

1. **Corporate Travel Card Application:** Full-time and part-time employees who travel at least twice a year are eligible for the Corporate Travel 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

**If you wish to have a limit greater than the maximum of \$5,000, you must contact the Program Administrator. A request will be submitted to the Department of Accounts for approval and then forwarded to Bank of America for a soft credit approval.*

2. **Corporate Travel Card – Employee Agreement:** Corporate Travel Charge Card holders must complete this agreement **every three years** or when a new card is issued. Submit the form to the Corporate Travel Card Program Administrator in the Office of Finance. This form must also be signed by the cardholder’s supervisor.

Receiving Your Card: Corporate Travel Cards are mailed to the cardholder’s home address.

Annual Cardholder Training – Annual cardholder training is required by the Commonwealth of Virginia. Cardholders are notified by Old Dominion University’s Corporate Travel Card Program Administrator when the annual training must be completed by emailing a copy of the cardholder’s annual Certificate of Completion. Failure to complete the training will result in suspension of the Corporate Travel Card.

New cardholders should complete the training immediately after requesting the travel card. Training must be completed by the cardholder before the travel card will be authorized for usage.

Travel cardholders who do not take the annual training (due by May 31 this year) will be notified that the travel card is suspended until the certificate of completion is sent to the Program Administrator for verification.

General Information and Appropriate Use:

Billing Information

- **Statement Date** - this is the closing date. Normally this is the 15th of each month unless the 15th falls on a weekend or holiday.
- **Due Date** - this is the date when a payment must be received and posted to an account. Corporate Travel Cards are due 30 days from the cycle date.
- It is the cardholder's responsibility to process the monthly Corporate Travel Card statement promptly. ***Late fees and penalties incurred by the cardholder are the responsibility of the cardholder.***
- The balance is payable in full upon receipt, regardless of whether an employee has received travel expense reimbursement. ***Minimum or partial payments are not permitted.***
 - **Delinquency** - If any cardholder becomes 61 days delinquent, Old Dominion University will deduct the total delinquent charges on the card from the cardholder's pay and pay Bank of America directly. The travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.
- **Any late fees or finance charges are the responsibility of the individual cardholder.**
 - **Disputed Charges** may be reported to Bank of America via Works or the cardholder may call Bank of America directly. Payments must be made on all charges regardless if the charge is in dispute.
 - Charge card bills are mailed to the cardholder's home address.
- **Maintaining card delivery/statement delivery address** – Cardholders are responsible for maintaining their card delivery and statement billing address (home address only) with Bank of America. The Program Administrator can no longer maintain the address.

Other Details:

- **Expense Reports** must be filed in a timely manner to ensure that cardholders receive travel reimbursements in time to pay charge card bills within the timeframe prescribed by the charge card vendor.
- Reimbursement will not be made from charge card statements or tissue receipts except for meals. ***Receipts are not required for reimbursement of meal per diems.***
- **Personal charges are not allowed on the corporate travel card.**
 - Personal expenses that cannot be reasonably separated from reimbursable expenses may be charged. *Examples include a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill. These charges must not be claimed on the Expense Report when it is submitted for reimbursement. Such expenses must be paid from the cardholder's personal funds within the payment terms specified by the Corporate Travel Card.*
- Employees are sent letters if it appears the card is being used for personal use.
- Cardholders must comply with all policies including the following:
 - Charge card balances must be paid in full by the due date. Late fees or finance charges should be avoided. However, if they occur, they are the responsibility of the cardholder.
 - **Charge cards may be used only for reimbursable expenses incurred while conducting official state business. Using the corporate travel card for personal purchases is NOT ALLOWED.**
 - Charge cards may be used to purchase airline tickets and conference registration fees, but the expenses charged on the travel card will not be reimbursed until after the travel is completed.
 - Cardholders are not to send their 16 digit account number via email (including attachments), regular mail, or FAX, or to photocopy the Card for any reason in order to keep the Card number as secure as possible.
 - Cardholders are to hold the Card in a secure location and will not share the card number with anyone other than a vendor they are doing business with.

○ **Cardholders cannot store the card number on any mobile device or digital wallet such as Apple, Google, or Samsung Pay!!**

- Each month, Accounts Payable reviews payment reports provided by the charge card company to ensure that balances are paid on a timely basis **and to assure no personal charges are made**. Employees are sent reminder notices of any past due balances reported to the University.
- The Corporate Travel Card must not be confused with the PCard (*refer to the Procurement Overview Textbook or to the Procurement services website*).
- Corporate Travel Cards that are not used for 12 consecutive months are automatically suspended by Old Dominion University's Corporate Travel Card Program Administrator. **It is not necessary to wait for the yearly review.**
- When an employee no longer works for the department, it is the employee's responsibility to return the travel card to the University's Corporate Travel Card Program Administrator.
- If an employee no longer travels on University business, the employee should request that the Corporate Travel Card Program Administrator cancel the card and should return the card.

NOTE: Noncompliance with Corporate Travel Card Policies will result in revocation of Corporate Travel Card privileges without alternative cash advance privileges!

Questions? If you have questions about the Corporate Travel Card, please address them to either the Program Administrator or the Backup Program Administrators.

Travel Card Program Administrator/Travel Supervisor	Melissa Snowden	msnowden@odu.edu	683.5020
Backup Program Administrator/AP Manager	Monique Johnson-Dowe	m7johnso@oud.edu	683.4528

**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 <i>(Card cannot be mailed to a PO Box)</i>	
Business Phone Number	
Home or Cell Phone Number	
CREDIT LIMIT REQUIRED	
<input type="checkbox"/> \$1,000 – Light Traveler <input type="checkbox"/> \$1,500 – Moderate Traveler <input type="checkbox"/> \$2,500 – Frequent Traveler <input type="checkbox"/> \$5,000 – Constant Traveler	
EMPLOYEE ACKNOWLEDGMENT	
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 Employee Agreement to the attention of the Travel Program Administrator in the Office of Finance, 2005D Rollins Hall.

Travel Program Administrator
Melissa Snowden
msnowden@odu.edu
(757) 683-5020

Backup Program Administrator
Barbara Stokes
bstokes@odu.edu
(757) 683-4813

Backup Program Administrator
Monique Johnson-Dowe
m7johnso@odu.edu
(757) 683-4528

September
2018

**Old Dominion University
Commonwealth of Virginia
Bank of America
Employee Paid (Individual Liability) Travel Card
Employee Agreement (required at least every 3 years)**

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

1. I understand that I am being entrusted with a valuable tool which I will use to obtain travel related services and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency.
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 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. I acknowledge, if I obtain employment with another State Agency, any remaining balance on the IL Travel Card may result in a payroll deduction with the new agency.
8. 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.
9. I agree that I will pay the total amount due by the statement due date regardless if I have been reimbursed for those expenses.
10. I agree that if my Card balance becomes delinquent past 61 days, the agency 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.
11. I agree not to send my online 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.
12. 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.
13. I agree not to write down or share my Card's pin number with anyone, including my Agency Program Administrator or Bank of America.
14. I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip-enabled terminals.
15. 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 3/2022

HOW TO REQUEST AND COMPLETE TRAVEL ADVANCES

Travel advances should be requested only when out-of-pocket expenses for a specific trip would cause a financial burden for the employee. **Advances will not be processed for less than \$25.** Travel advances are issued to the traveler.

Total cost includes lodging, meals, conference registration, and any other travel costs or course fees, regardless of the payment method. Payments processed via Purchase Order or PCard are not reimbursable expenses for a traveler, **but must be included in the automated Pre-Approval Request, if required.**

For planned travel, the traveler must be able to demonstrate, with documentation, that a reasonable effort was made to secure the most cost beneficial means of travel for the Commonwealth. When using the automated Chrome River system, the travel advance request must be submitted electronically. The Pre-Approval Request must be attached to the advance requested in Chrome River if the trip involves international travel. If a prepayment is processed for a travel expense (i.e. hotel), a copy of an approved Pre-Approval Request, if the trip is for international travel, is required, and must accompany the Travel Reimbursement Expense Report for all international travel.

SUBMITTING ADVANCE REQUESTS:

1. ODU employees must submit travel advance requests in Chrome River. The Pre-Approval Request must be attached to the advance, if the trip involves international travel.
2. Students must submit advance requests in Chrome River, if the student has a current Chrome River account.
 - a. If a student does not have a Chrome River account, they may request advances via the paper process, ***though this is NOT the preferred method!*** They may use the "***Request for Student Travel Advance***" to request their advances. This form may be found on the Office of Finance website at: <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-travel-advance.pdf>.
- Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that \$25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually.
 - b. For assistance with form completion for students, see below:
 - i. **Part A** - contains general information including the requesting department, the departmental budget to be charged, the student traveler's name/UIIN, the department's address, the student traveler's telephone number. Travelers are required to attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form, if the trip involves international travel. ***NOTE: This may be found and completed in the Consolidated Travel Form:*** <http://www.odu.edu/finance/forms>.
 - ii. **Part B** - contains the travel description where you should list the expenditures for which you are requesting the advance. ***NOTE: Amounts for hotel accommodations will be advanced only if there is insufficient time to process a prepayment purchase order. If applicable, the form should indicate the hotel name, the dates of the stay, and the rate per day.***
 - iii. **Part C** - Department Certification. This section contains the original signatures (**no stamps!**) of the student and the Budget Unit Director authorizing the advance.

By signing the form or submitting an automated Travel Advance Request in Chrome River...

An **employee** agrees that if the advance is not repaid in a timely manner, the advance amount may be deducted from any amounts owed to the employee, including pay or benefits.

A **student** who requests a travel advance agrees that, if the advance is not repaid in a timely manner, the University will not allow the student to register for classes or release course grades.

A **Budget Unit Director** certifies availability of funds. Travelers may not approve their own travel-related documents. If the traveler is the Budget Unit Director, someone higher in the organizational structure must approve.

Travel Advance Procedures:

Complete the Travel Advance request in Chrome River. Is it complete? Does it contain the appropriate Budget Code and any other necessary, approved pre-approval requests?

If the request is complete, it will be routed to the Accounts Payable department in the Office of Finance. The traveler can review details shown under “My Recently Submitted Expenses” in the Expense Report and select tracking to review the status.

Timing - A request for a travel advance should be submitted a *minimum of two weeks prior to the date of departure*. If proper notice is not provided, a letter of justification should be attached to the advance form.

Issuance of Advances - Travel advances are issued to the traveler approximately three (3) days prior to the departure date.

Picking up Travel Advances - Accounts Payable Audit notifies the traveler via email when the check is available for pick up. Student traveler advances must be picked up by the traveler in person from the Cashiers’ Office (downstairs in Rollins Hall). Employee advances submitted in Chrome River will be issued by direct deposit.

Obtaining Reimbursement - Upon completion of the trip for which an advance was obtained, a traveler is responsible for submitting an Expense Report to his/her supervisor **within fourteen (14) calendar days of completion of the trip.**

OLD DOMINION UNIVERSITY – REQUEST FOR STUDENT TRAVEL ADVANCE		AP Invoice Number	
Part A – General Information - Travel advances are discouraged for students but may be authorized for amounts not to exceed \$100 for all advances.			
Date	Department Name	Organization Budget Code	
Student Name		UIN (8 digit University Identification Number)	
Student HOME Mailing Address		Student Phone Number	
<input type="checkbox"/> I have attached an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form (REQUIRED).			
Part B – Travel/Expenditure Description - Advances will not be processed for less than \$25. Travel advances should be limited to the minimum amount necessary for out-of-pocket expenses. The Department of Accounts suggests that \$25.00 per day would be a reasonable allowance amount; however, exceptions will be reviewed individually. Amounts for hotel accommodations, airfare and registration fees will be advanced only if there is insufficient time to process a prepayment purchase order.			
Description (taxi, meals, parking, etc.)	Amount Requested	Supplemental Information/Justification	
Total Advance Request			
(Less Cost to be paid by student/Foundation)		()	
Net advance to employee			
Part C – Department Certification/Approval			
STUDENT TRAVELER’S RESPONSIBILITIES			
I certify that I am utilizing University funds for approved student travel. I further certify that the charges to be made are reasonable, will be in accordance with State Travel Regulations, and will be limited to those required. I agree to remit to the university an approved travel reimbursement voucher within fourteen (14) working days after the travel is completed. I further agree to repay any funds not expended, within fifteen days after the travel is completed. I understand that the University will not allow me to register or to release my grades if I do not comply. I understand that even if the request is for group travel, I am personally responsible for the total amount of the advance and for reporting all costs on a travel voucher with receipts.			
Signature of Traveler :	Date:		
DEPARTMENTAL APPROVAL:			
The above Request for Travel Advance is approved. Departmental funds are available to cover the amount shown.			
Printed Name of Budget Unit Director:	Signature:	Date:	
Cashiers use only: Deposit charge amount to 015001-0279			

Employees should submit all Advance Requests via Chrome River!

Revised 04/01/2015

USE OF RENTAL VEHICLES (combined out-of-town and local usage):

It is strongly recommended that travelers use the University's Enterprise Rental Car contract when renting vehicles for out of town University-related business. Information about this contract can be obtained from Procurement Services at 683-3105 or www.odu.edu/procurement.

Payment Methods - Travelers may pay for vehicle rentals in the following ways:

- **Corporate Travel Card:** *reimbursement cannot be made until after travel is completed.* The card type and the last 4 digits of the card number must be on the receipt (if the PCard could be used to procure the services/goods).
- **eVA Purchase Order:** If you are using a purchase order when utilizing the Enterprise contract, do not claim this expense on your Expense Report.
 - *Be sure to include these expenses on the Pre-Approval Request, if required.*
 - Expense paid by PO or on the PCard can be recorded on the Expense Report if the box indicating “paid on PO or PCard” is checked, so the expense will be excluded from the reimbursement.
 - When using an eVA purchase order for these services, invoices received by Accounts Payable that fail to reference the eVA PO number will be unpaid and returned to the vendor as a defective invoice, with the resulting responsibility for payment placed on the individual traveler(s).
- **PCard (Purchasing Card):** You must first complete a **Request for Car Rental Exception Form** and submit it to the PCard Program Administrator. Contact the PCard Program Administrator in Procurement Services for additional information on this process. There is no reimbursement to the traveler for these expenditures. Vehicles must be refueled before returning the car to Enterprise.
- **Personal Charge Card:** *no reimbursement until after travel is completed.* The card type and the last 4 digits of the card number must be on the receipt (if the PCard could be used to procure the services/goods).

Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented. **Original** receipts for the car rental and accurate accounting of gas purchases must be submitted on Expense Report. Gas accounting and rental information should also be reported (receipts required). Attach a copy of the rental form to the reimbursement voucher or the automated Expense Report. (If any claim for gas expenses is submitted, you **MUST** attach a copy of the rental agreement.) *Travelers may not claim gas expenses for personal vehicle use.*

In most cases, rental vehicles are to be used only after reaching the travel destination. However, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the State if they use a rental car in lieu of a personal vehicle for the planned trip. *The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle.* Be sure to attach the analysis to the Expense Report.

LOCAL TRAVEL: When University-related travel is expected to be 200 miles or more per day, departments should use the Enterprise Rent-A-Car contract. Employees may choose to use personal vehicles if daily mileage is expected to be 200 miles or more per day, but reimbursement will be at a lower rate unless a cost analysis is provided that indicates personal vehicle use is cheaper.

- Rental vehicles should be refueled before returning the vehicle to the rental contractor unless an exception is noted. Reimbursement will be based on the fuel used and receipts provided. Refueling fees are not allowed. Some vendors may use the term “fuel service option,” but this is a refueling fee and is not allowed.
- The type of car rented (Economy, Compact, Two-Door, Full Size, etc.) must be listed on the Expense Report in the description field.
- Travelers will be reimbursed for actual expenses (car rental, gas, oil, etc.) rather than mileage rates.

- *If you are being reimbursed for fuel expenses, you **must** include a copy of the rental agreement with your travel reimbursement unless driving a state vehicle (see below).*
- **Gasoline Purchases/State Vehicles** – If a state vehicle is driven, provide the make, model and license plate number of the state vehicle with the receipt to request reimbursement of gasoline self-service expenses.
- No add-on GPS charges are allowed.

Insurance Coverage – State Employees - Insurance coverage offered by rental car contractors should be declined. Costs associated with optional coverage will not be reimbursed. (The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State Employees).

Insurance Coverage – Outside Virginia – A traveler may encounter a situation when renting a car outside of Virginia and the car rental company requires the traveler to obtain coverage from the car rental company or show some evidence of insurance coverage. The traveler should determine if this requirement is in effect for their travel destination **PRIOR** to travel if possible and if so obtain a “Proof of Insurance” certificate from the Division of Risk Management. This can be obtained online from the Department of Treasury website at:

<http://www.trs.virginia.gov/drm/state.aspx#liability>.

Insurance Coverage Consultants and Non-State Employees - Consultants and non-State employees are *not* covered under the state's insurance coverage and are required to purchase Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance. These individuals will be reimbursed for LDW and CDW coverage. Limits may apply. Discuss reimbursement for insurance coverage for these individuals with the Accounts Payable Manager at 3-6977.

Travel Outside the Country - Individuals traveling outside the territorial U.S. (including Canada and Puerto Rico) are required to purchase, and will be reimbursed for, LDW and CDW insurance only. Other types of insurance offered, such as trip cancellation, personal, health or life insurance are *not* reimbursable.

Reporting Accidents - Employees are responsible for operating rental cars in a safe and responsible manner. If a traveler on official business is involved in a vehicle accident while operating a rental car, the following steps should be taken:

- Contact the state or local police of the jurisdiction where the accident occurred.
- Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.
- Contact ODU Risk Management and notify them of the accident – 757.683.4009

WHEN TO USE YOUR PERSONAL VEHICLE”

- The Enterprise Rent-A-Car contract is preferred for official business travel, and should be used unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.
- Employees are permitted to use their personally owned vehicle when a personally owned vehicle is cost-beneficial to the University.
- Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at the applicable rate.
- Travelers cannot be reimbursed for fuel expenses when using a personal vehicle.
- The Personal Vehicle Use Statement at the top of the Travel Expense Reimbursement Voucher should be checked with the appropriate choice – or select proper expense type in Chrome River when completing the automated Expense Report.

It is expected that a good faith effort will be made to use the Enterprise Rental contract when practical. Generally, a personal vehicle is considered cost beneficial under the following circumstances:

- When occasional travel is planned for distances up to 200 miles per day. For overnight travel, consider the average daily mileage over the period.
- For constant daily routine travel.
- When an emergency exists and is approved by the agency head or designee.

For all other circumstances, the OFMS TRIP CALCULATOR should be used routinely to obtain the Enterprise vehicle cost for the cost benefit analysis.

Cost Benefit Analysis

A copy of the cost benefit analysis must be attached to the Expense Report when using your personal vehicle. To obtain a true cost comparison, estimate the cost of gas and add to the cost of using an Enterprise vehicle. The URL shown below will link you to the Department of General Services OFMS page where you can access the OFMS TRIP CALCULATOR Excel file:

<http://dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>.

NOTE: Failure to provide the cost/benefit analysis when the daily mileage is 200 miles or more will reduce the reimbursement rate!

Virginia.gov Agencies | Governor
 Department of General Services
 Commonwealth of Virginia
 DGS | Office of Fleet Management Services - Travel Planning
 Agency Transportation Officer | Location | Contact | FAQ
OFMS | Office of Fleet Management Services
Travel Planning
 CAPP Travel Regulations
 When traveling, be sure to follow the rules and regulations set forth in this document.
2017 Trip Calculator *When the calculator opens, if the computer displays a box to enable macros, click "Enable Macros".
 • In the calculator enter the traveler's name, agency, destination, estimated number of miles for the trip and the number of days of the trip. The calculator will automatically compare the cost of obtaining an Enterprise car for the trip.
 • If personal reimbursement is selected, you will be prompted to enter the cost of the personal vehicle.
 • Otherwise click on the "Enterprise" button.
 • Ensure that all drivers are licensed and insured in the state of Virginia.
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.

Mileage vs Air Travel - When travel is by personally-owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. Travelers may not approve their own travel-related documents. Someone higher in the organizational structure must approve. **Comparative statements should be attached to the travel voucher or automated Expense Report for reimbursement.**

NOTE: The reimbursement rate is reduced for state employees under certain circumstances or for any person who travels over 15,000 miles in a fiscal year. Contact the Accounts Payable Manager for additional details.

- ☞ Reimbursement will be made only for costs incurred while the traveler is in an authorized travel status.
- ☞ Transportation costs that are not reimbursable during an employee's regular work day will not be reimbursable if the employee is required to work on a day other than a regular work day. For example, commuting costs incurred on a non-regular work day are not reimbursable.

Commuting Mileage - Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled workday 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 a personal expense and are not reimbursable. Total commuting distance is measured as the mileage from an employee's residence to base point and return.

NOTE: When leaving for a business trip from your residence, you must deduct your commuting mileage when seeking reimbursement for personal mileage.

Residence as Base Point: An employee can have only one base point, even if the employee has multiple work locations. It is the agency's responsibility to assign the base point to be used for reimbursement purposes. The employee's residence can be assigned by the agency as base point where it is considered cost beneficial to the State. In this case, the mileage driven from the employee's residence to one or more temporary work locations, including the employee's central office, is official State business mileage and is fully reimbursable. **Agencies are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee's residence as their base point is authorized only when justifiable. Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.**

Mileage Reimbursement Rates – Effective for travel occurring or reimbursed after January 1, 2023 the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are:

The rate of 24.6 Cents Per Mile applies...	The Current IRS business rate of 65.5 Cents Per Mile applies...
...when the daily mileage is 200 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.	...when the daily mileage is less than 200 miles
	...when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.
NOTE: Reimbursement rates are reduced to 13 cents per 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 per mile.	

Special Exceptions - Requests for special exceptions to these rates must be discussed with the Director or Procurement Services (3-5889) prior to the travel.

Travel Reimbursement Requirements – Be sure to select the proper mileage rate from the drop-down list when choosing the mileage expense type displayed underground transportation. Please note that there is no reimbursement for fuel for personal vehicles.

CONFERENCES (REGISTRATION FEES)

Normal travel practices should be used when making conference travel arrangements. Travel advances cannot be requested to pay for conference fees. *NOTE: The University utilizes eVA as its primary procurement tool.*

Registration fees for conferences may be paid via eVA or PCard for functions related to State business. **Be sure to include these expenses on the completed/approved Pre-Approval Request when international travel is involved.** Registration fees may also be submitted on the Expense Report upon completion of the trip, but this practice is not encouraged. **Written justification must be provided, along with an itemized receipt showing method of payment. If payment made with a credit card, the type of credit card and the last 4 digits of the credit card number must be on the receipt.**

If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after travel is completed. A written explanation, including method of payment, is required when seeking reimbursement.

If the conference requires pre-payment of registration fees, be sure that the following information is provided or is contained on the eVA purchase order. These functions may be at or outside of the official station.

- A copy of the Pre-Approval Request if applicable
- Name of traveler
- Concise statement of reason for travel
- Dates of travel
- Name of conference and location
- **Deadline for prepayment (IMPORTANT)**

Receipts are required for reimbursement. Do NOT seek reimbursement for items paid via eVA or the PCard, since these charges have been paid directly to a vendor and are not expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number (if the PCard can be used to procure goods/services).

MEALS (Reimbursable Meal Limits):

General Information - No exceptions to the meal (M&IE) per diem rates are authorized for overnight travel. Guidelines for the maximum allowable meal reimbursements are provided to help you with reimbursement decisions. The guidelines do not supersede lower guidelines established by Budget Unit Directors based on budgetary constraints or travel circumstances. Departments may be more restrictive and pay the actual expenses up to the appropriate M&IE in place of maximum per diem. All reimbursements must be actual, reasonable, and necessary expenses. Managers are responsible for ensuring that travel reimbursements are appropriate and reasonable.

The meal guidelines include taxes and all tips except for taxi and shuttle service. Please pay special attention to the information about policies related to the meal reimbursement for overnight travel and for overtime and official business meals. The maximum allowable guidelines must be applied consistently to all travelers, including board or commission members.

IRS Reporting Requirements: Meal reimbursements made in accordance with these regulations are not considered by the IRS to be reportable income, except for meal/tip expenditures **of \$75 or more which are not related to overnight travel.** This includes situations where one traveler purchases and claims reimbursement for the meals of another person on official business. A receipt is required for meal expenses of \$75 or over.

If you are reimbursed for meal amounts that exceed the published per diem rate, the amount that your meal reimbursement exceeds the per diem will be reported as taxable income, per IRS ruling.

The Department of Accounts monitors agency travel expenditures to ensure that exceptions appear reasonable and appropriate. If expenditures are found to be excessive, the voucher will be returned with a reduced reimbursement amount.

Foreign 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 Federal Government. *Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States.* The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas. **Rates for cities and countries outside the 48 contiguous states can be found at the web address below.** 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. Be sure to use a current web browser to access this site. Select “Foreign Per Diem Rates by Location” for foreign locations. Select “Other Per Diem Rates” for non-foreign, non-contiguous locations outside the continental United States - Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Mariana Islands, the U.S. Virgin Islands, Wake Island, and other non-foreign areas outside the continental United States.

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

Contact Monique Johnson-Dowe, Accounts Payable Manager at 683.4813 if you have questions about meal or lodging reimbursement for foreign travel.

M&IE RATE TABLE: This table provides individual meal reimbursement amounts, which are breakdowns of the M&IE per diem rates shown in the M&IE Per Diem and Lodging Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction, which must occur where meals are provided at no cost during an overnight travel period. If your department chooses to reimburse travelers for meals based on actual meal costs, you may not exceed the allowable meal amount.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

The table above also lists the amount travelers receive for the first and last calendar day of travel, which is calculated at 75%.

See Travel Rate Guidelines to determine lodging and M&IE Per Diems for specific locations.

Incidental Expenses (overnight travel ONLY) - Regardless of destination, a flat \$5 per diem amount is paid for each day of overnight travel for incidental expenses. Actual expenses incurred during overnight travel for incidental expenses are not permitted. The incidental amount is prorated on a travel departure or return date. The following items are covered by the rate table:

All service fees or tips *except taxi and shuttle service tips* including but not limited to:

- Bellhop/waiter tips
- Valet
- Personal telephone calls

Meal expenses will be reimbursed only through submission of an Expense Report.

The M&IE per diem may be claimed by the individual traveler **only**. If meals are paid for by another University traveler, reimbursement is limited to the actual cost of the meal (with supporting receipts) up to the amount for the appropriate M&IE rate. The Business-Related Meal Expense Form must be submitted with the reimbursement request.

Meals (overnight)

Meals and certain other incidental travel expenses are reimbursable only for **overnight** official business travel outside the traveler's official station. Reimbursement for such expenses (including all related taxes and tips *except taxi and shuttle tips*) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as **the meals and incidental expense (M&IE) per diem**. *No receipt is required if claiming per diem*. Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.

M&IE Per Diem - The M&IE per diem shall be paid directly to the traveler, even where it can be shown that one traveler incurred the expenses on behalf of another. The M&IE per diem used shall correspond to the location of the related overnight lodging. The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts. Please type "per diem used" on the travel expense reimbursement voucher or the automated Expense Report; it is not necessary to list the number of meals unless you are claiming a prorated amount.

Prorating the M&IE Per Diem - On a travel departure or return day, 75% of the per diem is allowable based upon where the night was spent as follows:

- **Departure Day**: where you spend the night
- **Return Day**: where you spent the night before returning to home base.

No cost meals - When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. Meals included with registration or lodging expense as part of a package plan must be recorded on the Expense Report and the applicable deduction must be taken from the M&IE per diem for that day.

When meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem is reduced by the full amount of the appropriate meal (or meals) followed by a 75% prorating of the balance. ***For example, if the M&IE rate allows a \$51 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$29.25 [\$51 - \$12 lunch = \$39 * .75 = \$29.25].***

When meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Expense Report. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the

traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. **However, the traveler must include a note or other documentation with the Expense Report documenting this information. Meal Expenses NOT involving an overnight stay are generally not reimbursable.**

Business Meals:

Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. *Individuals in travel status may occasionally attend meals that qualify as business meals.* Such meals occur while the individual is on official business and **MUST**:

- Include Agency Head (or designee) approval.
- Involve substantive and bona fide business discussions. You must provide specific details about the benefits to the University (**REQUIRED**). **Failure to provide sufficient detail will result in the meal being reported as income.**
- **Include the *original itemized receipt*. (REQUIRED)**
- List by name all persons involved in the meal and the reason for the meal (complete the ***Business Related Meal Expense Form***). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins).
 - *Catering Services Procedures can be found on the Procurement Services website.*
- Business meal expenses are reimbursed for ***actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table***, excluding the incidental allowance. (Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable ***as long as the total cost does not exceed the allowable per diem for the meal.***)
 - However, the Agency Head or designee may authorize non-travel related business meal expense reimbursements up to 50% over the applicable per diem guideline with sufficient justification and the original, itemized receipt.
 - **Business meal reimbursements above 50% over the applicable per diem guideline are not permitted.**
- *For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.*

Business Meals – Over 25 Persons:

List by name all persons involved in the meal and the reason for the meal (complete the ***Business Related Meal Expense Form***). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins). **The requirement to list the name of all persons involved in the meal applies no matter the number of individuals involved in order to properly substantiate the business nature and purpose of the meal for IRS compliance UNLESS the reimbursement is for a group of conference participants – then the 25 person limit may apply. Please contact Monique Johnson-Dowe, Accounts Payable Manager at 683.4813 if you have any questions.**

Failure to submit the ***Business Related Meal Expense Form*** will result in a returned, and therefore delayed, reimbursement. However, the ***Business Related Meal Expense Form*** is not required to be attached to the Chrome River Expense Report if all information, including names of attendees, description of business discussed, and benefits to the University are included on the Expense Report.

Aramark Contract – Refer to the Procurement Overview Textbook for full information on payment guidelines. The Business Related Meal Expense Statement is generally required for purchase of any food, beverage, and/or related services. Contact Procurement Services if you have questions about this contract.

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: _____
 Title: _____
 Date: _____

Overtime Meals:

- Reimbursement for an overtime meal for a traveler not on overnight travel status may be allowed when overtime must be worked for official business reasons.
- An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. Overtime status is when working or traveling time occurs beyond an employee’s normal, scheduled work hours *but not overnight*. An overtime meal allowance does not apply during overnight travel. *In the case of overnight travel, per diem rates apply.*
- An overtime meal allowance is allowed when overtime worked is:
 1. Essential to the agency’s mission
 2. Permitted by agency (departmental) policy
 3. Approved by appropriate departmental personnel, and
 4. In excess of the employee’s normal, scheduled work hours.
- Agencies are required to comply with IRS regulations regarding reportable meals.

Reimbursement - Overtime Meals (processed by Payroll):

Reimbursement of an overtime meal is considered taxable wages and must be submitted to Payroll for processing. Please contact Gloria Boone, Payroll Manager, with questions about reimbursement of overtime meals.

QUALIFICATIONS AND ADDITIONAL REQUIREMENTS FOR OVERTIME MEAL ALLOWANCE

Number of hours worked or traveled (document on reimbursement request)	When overtime occurs	Overtime Meal Allowance Permitted		Additional information to be documented for reimbursement
		Within official station	Outside official station	
2 or more overtime hours	During a normal workday	\$5.00	\$7.50	Workday and overtime start/end times
5 or more overtime hours	On a Saturday, Sunday, holiday, or an alternate work scheduled day off*	\$5.00	\$7.50	Overtime start and end times
10 or more overtime hours	On a Saturday, Sunday, holiday, or an alternate work scheduled day off*	\$10.00	\$15.00	Overtime start and end times

***NOTE: Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.**

LODGING ACCOMMODATION GUIDELINES:

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally. In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate. *(Refer to Lodging Exception Request under Travel Planning.)*

The appropriate rate is determined by the physical location of the hotel and *not* the mailing address.

If the physical address of the hotel is not a city shown on the lodging guidelines chart, but the hotel is located within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

- Government rates must always be requested by all travelers and confirmed both at the time reservations are made and during check-in.
- Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station.
- Lodging expenses vary with the area traveled, but all expenditures must be necessary and reasonable. First preference shall be given to selecting lodging in the economy class.
- If you wish to make your own travel arrangements, you should use the Hotel/Motel Lodging Guide issued by the Division of Purchases and Supply to identify lodging establishments offering rates within the current guidelines.

- Supporting receipts and **original (zero-balance)**, itemized hotel bills covering lodging charges must be submitted with the Expense Report, and any unusual charges must be fully explained. The itemized hotel bill must show that payment was made, the method of payment, and if paid by charge card, must show the last 4 digits of the charge card number. **Lodging charges must be listed daily on the Expense Report, not summarized.**
- Since hotels charge for cancelled reservations, changes in travel plans must be communicated to the hotel (or travel agent if applicable). **Cancellation charges will not be reimbursed if the traveler has been negligent in cancelling reservations.**
- When lodgings other than hotels or motels are to be used (e.g., apartments), 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 accommodations and length of contract, the cost of the usual accommodations, and the net savings.

Guaranteed Hotel Reservations – Hotel industry practice has changed and many hotels are charging credit cards a one-night deposit at the time the reservation is made. **Travelers cannot be reimbursed until after the trip has taken place.** When making hotel reservations using your **Corporate Travel Card**, you must ask the hotel not to charge your card for a one-night deposit, especially if your travel is scheduled far in the future. **Rather, ask the hotel to bill the University directly.** If a payment is required immediately, prepare a prepayment purchase order for the one-night deposit. *Include the traveler's name and the purpose of travel on the purchase order (required).*

Two or More People Staying in Same Hotel Room - When two or more people are traveling on official state business and stay in the same hotel room, the lodging guideline applicable to the travel destination in the area they are staying, plus the cost charged by the hotel for any additional persons in the room, will apply. Documentation from the hotel listing additional hotel charges for each additional person, per room, must be provided. This regulation is not intended to discourage agencies from employing cost savings measures such as multiple travelers staying in the same room. However, do not diminish the overall savings that might otherwise be obtained by concurrently upgrading to luxury or premium accommodations. *(If lodging exceeds allowable amounts, the Lodging Exception Request section of the Expense Report must be completed and approved by the BUD or Director or Procurement Services after the trip.)*

The traveler is responsible for obtaining the single rate and any costs for additional persons in the room. This documentation must be attached to the travel reimbursement when submitted. If this amount is expected to exceed the allowable guidelines, a Pre-Approval for Excess Lodging must be submitted for review and approval after the trip.

For non-luxury, conference hotels the agency fiscal officer MAY approve lodging rates that are less than the lodging guideline applicable to the travel destination multiplied by the number of official business travelers in the room.

Advance Payments - Advance payments for direct billed hotel/motel expenses are discouraged. Use of the **Corporate Travel Card** is encouraged to secure room confirmations. Actual advance payments using the travel card program will not be reimbursed prior to the trip. **If circumstances make advance payments a necessity, advance payments are limited to a one-night deposit for direct bill payments.**

Direct billing - Direct agency billing of lodging expenses (rates, taxes, and surcharges only) incurred during overnight travel is permitted. **Direct bill charges, however, are still considered travel expenditures and are governed by these travel policies and should be included with the estimated costs of the trip.** A copy of the Pre-Approval Request should be included with the vendor payment, if applicable. Documentation supporting direct bills must include: name of traveler, dates, and purpose of travel. Direct agency billing must be supported by a purchase order. This process should generally be used by those employees who do not have the Corporate Travel Card. **Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is not permitted.**

M&IE Per Diem and Lodging Guidelines:

The guideline tables provide:

- The daily M&IE (meals and incidental expenses) per diem
- The maximum amount for 1 night of lodging, excluding taxes and surcharges
 - **Taxes and surcharges are reimbursable**, but are not used to determine the lodging maximum.

Standard amounts are provided for both in-state and out-of-state destinations. **The appropriate rate is determined by the physical location of the hotel and not the mailing address.** Additional guidelines are provided for selected cities. The standard guidelines apply to any city not listed. If the physical address of the hotel is not a city shown on the lodging guidelines chart, but the hotel is located within an allowable city or county (i.e., Atlanta, Georgia, includes the counties of Fulton, Cobb, DeKalb), the traveler is responsible for providing documentation that the hotel is located in the city/county. If the traveler does not provide documentation to that effect, the standard guideline, in-state or out-of-state, will apply.

Agency management is ultimately responsible for ensuring that travel reimbursements are appropriate and reasonable. The guidelines do not supersede lower guidelines established by Budget Unit Directors based on budgetary constraints or travel circumstances. The maximum allowable lodging guidelines must be applied consistently to all travelers, including board or commission members.

Lodging expenses will be reimbursed through submission of an Expense Report.

Original Hotel Receipts - Old Dominion University requires the original hotel receipts for all lodging expenses. Submit the **original, zero-balance, itemized hotel bill** obtained at time of checkout, and other supporting receipts for lodging expense, with the Expense Report. Provide the method of payment, and if payment was made with a credit card, provide the type of card and the last 4 digits of the card. Explain fully any unusual charges. **Original travel documentation must be centrally maintained in a department file for a minimum of 3 years.**

Foreign 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 Federal Government. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

Rates for cities and countries outside the 48 contiguous states can be found at this web address:

https://aoprals.state.gov/web920/per_diem.asp. *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.* Contact Monique Johnson-Dowe, Accounts Payable Manager at 683.4813 if you have questions about lodging or meal reimbursement for foreign travel.

Per Diem Rates for: Areas within the Contiguous United States:

For the 48 contiguous states, ODU uses the General Services Administration (GSA) CONUS Rate Table to provide guidelines for Lodging, Meals, and Incidental Expenses that are allowable for reimbursement. The lodging rate excludes local taxes and surcharges; however, taxes and surcharges are reimbursable expenses. If a location is not listed, the standard rate applies. Rates may be accessed here: www.gsa.gov/perdiem

Click on Virginia and a list of locations with specific per diems appears – if a city is not listed, the standard rate applies.

PER DIEM RATES

> Overview

- FY 2018 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Per Diem Boundaries
- Fire Safe Hotels
- Per Diem Look-up
- Per Diem Files (Archived)

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2018 (Current Year) ▼

Select a State ▼

City (optional)

OR

ZIP

Find Rates

Search by State

For Fiscal Year: 2018 (Current Year) ▼

The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions. Visit DoD site >

The State sets Rates. Visit the State site >

QUESTIONS

For all travel policy questions, email travelpolicy@gsa.gov.



TAX QUESTIONS?

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1040 or visit www.irs.gov. GSA cannot answer tax-related questions or provide tax advice.



[XLS - 130 KB]

STATE TAX EXEMPT FORMS

Need a state tax exemption form?
Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current [state tax information](#), including any applicable forms.

FY 2020 Per Diem Rates for Virginia

I'm interested in:



Lodging by month (excluding taxes) | October 2019 - September 2020

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACCO\) website](#) (a non-federal website).

Show 10 entries

Filter Results...

Primary Destination	County	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
Abingdon	Washington	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97
Blacksburg	Montgomery	\$113	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$113	\$113	\$113
Charlottesville	City of Charlottesville / Albemarle	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$240	\$184	\$184	\$184	\$184	\$256	\$256	\$256	\$256	\$169	\$169	\$240
Loudoun	Loudoun	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111
Lynchburg	Campbell / Lynchburg City	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Richmond	City of Richmond	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144
Roanoke	City limits of Roanoke	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Virginia Beach	City of Virginia Beach	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$185	\$185	\$185	\$102

Showing 1 to 10 of 12 entries

Previous 1 2 Next

SpringHill Suites

Springhill Suites (*located on Hampton Boulevard*) has agreed to offer a lodging BASE ROOM rate of **\$89 per night** for Old Dominion University guests, which is currently within Commonwealth lodging guidelines. In addition to the cost of nightly lodging, there will be an additional Guest Amenities Surcharge of \$25 per room/day and the appropriate taxes, which is also permissible under Commonwealth guidelines. *(NOTE: Total SpringHill Suites Room cost = \$114 + tax!)* This rate is only available to guests of the University who are not Government employees and have their charges **billed directly** to a University budget.

The Guest Amenities Surcharge is waived for Government employees, but these charges may not be billed to the University. University employees are still bound by the Commonwealth guidelines, and must submit the Expense Report, along with supporting documentation, after travel has been completed.

	Non-Government (Guests, Students)	Government (ODU Employees, Other Fed/State Employees)
Lodging	\$96	\$96
Surcharge	\$25	\$0.00
Taxes	xx.xx	xx.xx
Totals	\$121 + taxes	\$96 + taxes
May be direct billed?	YES	NO
Submit Travel Forms?	NO*	YES
*Travel forms are not required if the charges have been billed directly to the University.		

ALLOWED MISCELLANEOUS EXPENSES:

- **Taxes and surcharges** paid by the traveler for lodging.
- **Parking and Tolls** are reimbursable when paid for by the traveler in the course of conducting official State business. If the reimbursement claim exceeds \$75, a receipt is required. In all cases, the name of the facility (bridge, tunnel or turnpike) as well as the names and reasons for inclusion of a charge for passengers, where applicable, must be included in an attachment to the travel expense reimbursement voucher and the amount(s) itemized under "Other Expenses" or select the proper expense type for parking/tolls when preparing the Expense Report.
- **Gratuities (tips) are not reimbursable** since they are included in the M&IE per diem. Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.
 - *Taxi and shuttle tips are excluded from the M&IE – A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. For reimbursement, the traveler must separate the amount of the tip from the amount of the fare.*
- **Business Travel and Vacation Leave** may be combined if prior approval is obtained from the Agency Head.
 - In such cases, reimbursable transportation and accommodation expenses will correspond with a round trip to the designated area of official business.
 - Reimbursement will be appropriate only for the time during which official business is conducted.
 - If the traveler leaves the designated area after business is conducted, there will be no reimbursement from that moment on, except for those expenses relating to the second half of the round trip.
 - If the employee would normally be expected to remain in the area of official business overnight and return the following morning, hotel expenses for that night and prorated expenses for a return travel day are reimbursable.

- The State will not be responsible for any expenses related to accident or injury while the employee is not on official business.
- **Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, and Facsimiles** for official business purposes and paid for by the traveler may be claimed on the Expense Report. A full explanation must be stated on the Expense Report and accompanied by supporting documentation.
- **Personal Cell Phones** - Individuals using *personally-owned cellular telephones* may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included with the Expense Report. In the event that free minutes are used for business calls, reimbursement is not permitted. Budget Unit Directors are responsible for inspecting the requests and signing and dating them to indicate that they have reviewed the requests and that the charges are appropriate and authorized for reimbursement. Base monthly access charges will NOT be reimbursed. (Please refer to University Policy #3310.)
 - **Cell Phone Business Call Substantiation Rules** – Since cell phones are considered “listed property” by the IRS, greater substantiation rules apply. To be reimbursed, you must submit additional information along with your itemized cell phone statement. You must substantiate the cost, time, and business purpose for each call. You must substantiate the business relationship between you and the person being called/person that called. This additional information is required to properly substantiate your business use and must be attached along with your itemized cell phone statement and included with the reimbursement voucher. *Failure to properly substantiate business calls according to these rules may result in your reimbursement being denied or your reimbursement being processed as additional taxable income.*
 - **NOTE: Personal telephone calls are included in the incidental section of the M&IE rate table (\$5 per day). Reimbursement for actual expenses incurred during overnight travel for incidental expenses covered under the M&IE rate table is not permitted.**
- **Miscellaneous expenses** may be reimbursed if they directly relate to official business while the individual is in travel status. Examples of reimbursable expenses include:
 - Funeral attendance expenses are reimbursable for one (1) employee selected by the Agency Head to represent the agency, provided the employee must travel outside of his/her official station. No reimbursement shall be made if the services are held within the employee's official station.
 - Expenditure amounts for miscellaneous expenses must be itemized under the "Other Expenses" column of the Expense Report.
 - All miscellaneous expenses must be fully explained in an attachment to the Expense Report. Receipts should be provided whenever available.
- **Chartered Aircraft Travel:** Chartered aircraft will only be used when State-owned aircraft are not available or will not meet customer needs. The Department of Aviation (DOAV) shall review and approve all chartered aircraft on behalf of the University. **Reference the Aircraft Use Policy and Guidelines on the DOAV’s website at www.doav.virginia.gov.** Chartering aircraft is permitted when authorized in advance by the requesting agency’s Cabinet Secretary or designee, and justified by a written cost/ benefit analysis. The cost/benefit analysis must include a comparison of the total costs of the trip by both means of travel, commercial versus chartered, including all associated costs (e.g. hangar rental), and may consider such benefits as reduced overnight travel costs and employee time out of the office, security, etc. **A copy of this analysis and the written approval from the Cabinet Secretary or designee must be attached to the traveling agency’s voucher. Expense Reports containing private or chartered plane travel expenses that are submitted without the required written approval from the Cabinet Secretary or designee will be disallowed.**
- **Personal Use Aircraft Travel:** The use of personal aircraft is permitted for official state travel with the prior approval of the appropriate agency head. Personal aircraft usage by an agency head requires the prior approval of the appropriate cabinet secretary. Documentation of comparable costs for other travel means must be included in with the Expense Report. The reimbursement shall be limited to the most economical means of travel available at that time. *For example, if it were less costly to travel by commercial carrier, the reimbursement shall be limited to the lowest cost commercial carrier ticket available.* **The traveler must include a signed statement with the travel reimbursement request certifying that the amount requested represents the most economical use of public funds.** As with all travel, it is the responsibility

of the traveler and the agency fiscal office (Accounts Payable, Office of Finance) to ensure the most efficient use of taxpayer funds. The reimbursement rate per mile shall be the amount listed by the federal government at the GSA website at the time of travel. A dated printout of this site indicating the appropriate mileage rate for the travel time period must be included with the Expense Report. **Expense Reports containing private or chartered plane travel expenses that are submitted without the required prior written approval from the Agency Head will be disallowed.**

- **Additional Airline Fees (Baggage Fee)** – Certain airlines now charge additional fees (baggage) for services formerly included in the airfare cost. When procuring airfare for business travel, travelers should consider total costs in selecting the most appropriate carrier. Airlines publish limits for baggage and the fees associated with those limits. Travelers are expected to be aware of these limits. In the event these limits must be exceeded for legitimate business purposes, the cost is reimbursable. A receipt and appropriate explanation must be included in the Expense Report. *Put “baggage fee” in description and provide a reason for the fee (i.e., industry standard or second bag – whatever is applicable). The sub-object code for these charges is 7103 (Travel, Public Carriers) or 7109 (Training).*

DISALLOWED EXPENSES:

The following expenses will not be reimbursed:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel rooms
- All expenses related to the personal negligence of the traveler such as fines
- Entertainment expenses
- Travel Insurance (personal injury or loss, trip interruption/cancellation, etc.)
- Towing charges
- Expenses for children, spouses, and companions

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

TRAVEL SUB-OBJECT CODES:

It is important that expenses are charged to the correct sub-object code. Please use the following sub-object codes when charging travel-related expenses. *A complete listing of sub-object codes can be found on the Budget Office website – www.odu.edu/budget - under Budget Resources.*

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 (rental vehicles only).
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. Include baggage fees.
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 employer’s premises for the convenience of the employer. (Meals which 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: Supervision supporting recovery of travel costs incurred by employees for supervision of student internships.
Travel Sub-Object Codes Exclusive to Athletics	
7202	Team Transportation
7203	Team Lodging
7204	Team Meals/Group
7205	Recruiting Transportation
7206	Recruiting Lodging
7207	Recruiting Meals/Group

CHROME RIVER – THE AUTOMATED TRAVEL AND EXPENSE RESOURCE:

The Chrome River system allows travelers to process Expense Reports for domestic University business travel and international travel (Pre-Approval Request required for all international travel) and small business expenses. Refer to the Procurement Overview training materials or to the Office of Finance website for information on small business expenses. The system electronically routes all documents for approval. It is a web-based system that also houses the electronic images that support the reimbursement requests.

Once a Pre-Approval Request (*international travel only*) or an Expense Report is entered into the system, it will route for approval through a workflow system. All employees and students who travel must submit their own Pre-Approval Request or Expense Report for approval. After the traveler certifies the validity of the business expenditures, the document automatically routes to the immediate supervisor and the BUD in the department.

All travel rules must still be followed when using the Chrome River travel system. **By submitting your travel reimbursement request to your approver, you are certifying that the expenses listed were incurred by you for, or on, official business for the Commonwealth of Virginia and such expenses were necessary for the conduct of business.**

Obtaining Access to the Chrome River Travel System: All ODU employees will have access to Chrome River once hired - after both the MIDAS and email accounts are set up. A W-9 form and Chrome River Enrollment form for Non-Employees must be submitted to Accounts Payable, ATTN: Linda Wallace; Old Dominion University; Rollins Hall; Norfolk, VA 23529 to have a Chrome River account set up for non-employees.

Issues with Chrome River - If you have any issues with Chrome River, please contact travel@odu.edu.

Questions about travel regulations - Please contact your Travel Processing Team Member if you have any questions about travel regulations.

Logging into Chrome River – Use your MIDAS credentials to log into the Chrome River travel system. The Chrome River Help Center can be accessed after logging into Chrome River and selecting “Help” for assistance with inputting or approving Pre-Approval Requests and Expense Reports. The link to Chrome River is available on all of the Office of Finance Travel-related webpages: www.odu.edu/chromeriver

Expense Report Submission Timing:

- **Employee** - The Expense Report should be presented by the employee to the supervisor for approval **within sixty (60) calendar days** after completion of the trip where overnight travel is involved (***14 days when a travel advance is issued***).
 - **Employees on continuous travel should request reimbursement at least monthly.**
- **Traveler’s Supervisor** - For all travel Expense Reports, the traveler's supervisor must approve (by e-signing and dating) the Report; it is automatically routed to the supervisor, and then to the Accounts Payable Department for processing **within five (5) business days** of receipt from the employee. The individual approving for payment must be on the authorized signature list (or the Budget Unit Director) for the budget charged. If the traveler is the Budget Unit Director,

the supervisor of the Budget Unit Director must approve and this will satisfy the approval requirement. Please ensure that the supervisor's name and title have been entered.

- In the case of a **non-state employee**, the BUD must approve (by signing and dating) the Expense Report and submit the voucher **within five (5) business days** of receipt from the non-state employee.
- **Accounts Payable Travel Processing** - If an Expense Report is accurate and complete, the Accounts Payable Department will process the reimbursement. Processing time is **five (5) business days** from receipt of a complete and accurate Expense Report.
 - Expense Reports processed by the travel processor by Tuesday should be deposited by Friday of that week.
 - If processed after Tuesday, the funds will be deposited on Wednesday of the next week.

Incomplete Documents/Processing Time: Travelers who submit incomplete and/or inaccurate forms to Travel Processing will be sent an email (copy to the contact name on the Expense Report) indicating the corrections needed or listing the additional items needed before the reimbursement can be processed. *For example, itemized receipts, receipt showing method of payment/zero-balance receipt (if credit card, last 4 digits of card must be on receipt), Pre-Approval Request, Business Related Meal Request Form, original signatures, boarding passes, etc.* Accounts Payable will not send submitted paperwork back through campus mail. The original forms may be picked up in Accounts Payable if necessary (Rollins Hall, Room 2005).

Direct Deposit: All travel/small business expense reimbursements are electronically deposited into the employee's checking or savings account. Travelers should complete the ***AP Direct Deposit Enrollment Form*** as soon as possible and no later than when submitting the first travel or small business expense reimbursement to Accounts Payable. If a traveler's banking information changes – a "change" must be submitted to Accounts Payable so that reimbursements are deposited into the proper account. **Forms should be sent to Linda Wallace in Accounts Payable.** The form is available from the Office of Finance website under Forms: <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/ap-direct-deposit.pdf>.

NOTE: This form may only be accessed online and users must enter their Midas credentials to access the form!

TRAVEL REIMBURSEMENT REQUIREMENTS (All travelers must comply):

Although not all-inclusive, the following information is required for expense reimbursement and must be submitted with the Travel Expense Reimbursement Voucher by the traveler:

- Social Security Number - non-University employees (IRS requirement)
- **UIN - University employees**
- All authorization approvals and exception approvals (which must be *approved* in advance of travel – if original kept in AP, send copy and note that AP has original – travelers may not approve any of their own travel-related documents)
- Reason for travel
- Hard-copy confirmations (*payment page*) of expenses if online methods were used to procure services (i.e., hotel, airline tickets)
- Reason for internet usage, business phone calls or facsimiles (see cell phone substantiation rules)
- Printout of appropriate per diem rate table for international destinations
- Original itemized, zero-balance receipt for lodging (show payment method and if paid by credit card, the last 4 digits of credit card #)
- Receipt for each meal expenditure of \$75 or more (IRS requirement)
- Receipt for registration fees (show payment method and last 4 digits of credit card #)
- Receipt required for public transportation (i.e., air, rail, etc. – show payment method and last 4 digits of credit card #)
- Approval for use of private or chartered airlines/State-owned aircraft – include cost benefit analysis and associated documentation
- Baggage fee noted in description and provide justification/reason (i.e., agency standard).
- Out of Country Travel – submitted in U.S. Dollars (Include a copy of currency conversion used, convert all receipts to U.S. dollars and English.)

- Documentation about cost for single room plus cost for additional persons staying in the hotel room

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of Expense Reports. Travel reimbursements will not be made from travel charge card statements or tissue receipts. **Each day's expenses must be shown separately on the voucher.**

Travelers must submit the Expense Report to the supervisor **within sixty (60) calendar days** after completion of the trip where overnight travel is involved (**14 days when a travel advance has been issued**). Employees on continuous travel should request reimbursement **at least monthly**. Supervisor's name and title must be entered.

Certifications by Traveler and Supervisor: By submitting the Expense Report, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The approval of the traveler's supervisor certifies that she agrees that the travel was necessary and the requested reimbursements are proper.

Travelers are reminded that items paid via purchase order or the PCard should NOT be claimed for reimbursement on the Expense Report, since the items have been directly paid to a vendor.

Submitting a false claim for reimbursement constitutes fraud.

FORMS:

The forms shown below can be downloaded from the Office of Finance website, unless otherwise noted – most forms are fillable PDF forms: <http://www.odu.edu/finance/forms>

- **Chrome River Enrollment Form for Non-Employees** – In order for non-employee travel reimbursements to be processed, individuals must be set up in Banner as a vendor with a University Identification Number (UIN) assigned and then set up in Chrome River to receive reimbursements. All non-employees must complete the Chrome River Enrollment Form for Non-Employees. Full information about the process for setting up non-employees is contained on the following page: <http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements>
- **Business-Related Meal Expense Statement** (Word)
- **Corporate Travel Card – Employee Agreement** (completed when initial card received and annually thereafter)
- **Accounts Payable Direct Deposit Enrollment Form**
- **Request for Student Travel Advance Form** – *only used on rare occasion and if a student does NOT have a Chrome River Account!*
- **Consolidated Travel Form (Excel)** – *only used on rare occasion and if a student does NOT have a Chrome River Account! Students should ensure that they are using the most recent form posted on the Office of Finance website. Student travelers must use the Consolidated Travel Form when seeking reimbursement of travel-related expenses if they DO NOT currently have a Chrome River Account. The form contains the current meal per diems, current lodging rates, and current mileage rates. Required fields are noted and the respective forms that reside on the tabs cannot be printed unless all required information is entered. If a field changes your text to a different format (i.e., converts time to date), put a label in front of your text so that Excel identifies the information as text that should not be changed.*
 - **Travel Estimate Tab - ODU Travel Estimate/Excessive Lodging/Out-of-Country Approval Form** - This form must be completed in advance of any INTERNATIONAL travel completed by student travelers WITHOUT a Chrome River Account. The section for excessive lodging must be completed only if lodging costs exceed the published guidelines. Out-of-Country travel approval is required for all travel outside the United States.
 - **Travel Reimb Tab - Travel Expense Reimbursement Voucher** - This form is used to request reimbursement for expenses incurred as a result of University travel and must be submitted within 60 calendar days upon return – only by student travelers without a Chrome River account!
 - **Travel Reimb Cont Sheet Tabs (2)** - used when expenses won't fit on the Travel Expense Reimbursement Voucher

The chart on the following page is provided as a quick reference about many travel-related forms. Please refer to specific information in these training materials for more details and requirements. All forms may not be referenced, and other documentation may also be required.

REVIEWING PAYMENT INFORMATION IN BANNER

In order to research Expense Reports in Banner, you must have the appropriate Banner access. *Please attend Banner Finance and Budget training for full details on the Banner Finance research process.*

- If an Expense Report is complete and accurate, Accounts Payable will key the reimbursement in Banner
 - INNI transaction by traveler's name on FGITRND
 - All reimbursements for ODU employees are done via AP Direct Deposit

COMMON REASONS WHY TRAVEL VOUCHERS/EXPENSE REPORTS ARE REJECTED OR DELAYED

1. No Pre-Approval Request input or approved in the Chrome River system - *required for all international travel.*
2. Daily expenses are not shown separately – **REQUIRED.**
3. Expense Report submitted more than 60 days after and no explanation is recorded in Comments section of the Expense Report in the Chrome River system.
4. Special approval form(s), supporting documents or authorized emails not attached (i.e., Pre-Approval Request in Chrome River).
5. Justification not recorded on Expense Report for what appear to be excessive lodging and/or meal expenses - **REQUIRED** – must be approved by BUD or Director or Procurement Services. The Expense Report is automatically routed to the BUD or the Director or Procurement Services for approval of excess lodging or meals after the trip or event. Justification for the excess lodging rate must be recorded in the Comments section of the Expense Report. *Some Examples of Justification for Excess Lodging: Conference hotel; No other hotel rooms available within reasonable distance; Conference hotel booked; Other (provide explanation).*
6. No supporting bills, receipts, invoices – be sure to provide a zero-balance hotel bill. The payment method is required for items that can be procured with the Small Purchasing Charge Card - PCard. – **REQUIRED.**
7. No hard-copy confirmation of expenses (*payment page*) if online methods were used to procure services – **REQUIRED.**
8. Expense Report not submitted in English for international reimbursements – **REQUIRED.**
9. Supporting bills, receipts, and invoices do not equal amounts claimed.
10. No purpose of travel selected – **REQUIRED** – *Expense Report cannot be saved in Chrome River without this information.*
11. The Pre-Approval Request or Expense Report is input in Chrome River by the delegate but the report is not electronically submitted by the traveler or electronically approved by the supervisor or Budget Unit Director – **REQUIRED.**
12. Car rental insurance claimed – **NOT ALLOWED**
13. Add on GPS charges – **NOT ALLOWED**
14. No budget code provided - **REQUIRED** – *Pre-Approval Request or Expense Report cannot be saved if this information is not completed.*
15. Refueling fees for rental vehicles – **NOT ALLOWED** - reimbursement for actual expenses for gas/oil allowed with supporting receipts.
16. Failure to attach a cost analysis for personal vehicle usage for daily mileage at 200 miles or more – **REQUIRED.**
17. Failure to indicate the city and state where the hotel is located when meal per diems are being claimed. Departments can choose to reimburse employees for actual meal expenditures, not to exceed the amounts shown on the GSA CONUS and OCONUS rate table for the specified meals, but must supply receipts when this is the case. If using the M&IE per diem, do NOT attach meal receipts. The Chrome River system will automatically calculate the allowable per diem based on the location (city and state) input for in-state and out-of-state destinations when the M&IE expense type is selected.
18. Failure to attach a copy of the travel guidelines from a grant, local fund, or contract OR a memo signed by the Principal Investigator/budget unit director indicating that there are no special travel guidelines contained in the grant, local fund or contract. (**REQUIRED**). If the grant or contract is silent on the issue, the travel guidelines apply.

19. Failure to attach documentation of the cost of a single room and the cost for additional persons sharing the room when 2 or more sharing the room - **REQUIRED**.
20. Failure to record the actual hotel rate and hotel taxes on separate lines using the Expense Types for Lodging and Lodging Taxes when preparing the Expense Report - **REQUIRED**.

QUESTIONS?

If you have questions about the information contained in this handout, please contact one of the following individuals:

Monique Johnson-Dowe - AP Manager	M7johnso@odu.edu or 683.4813
Melissa Snowden - AP Travel Supervisor	msnowden@odu.edu or 683.5020
Michael Demb - BIG BLUE TEAM	mdemb@odu.edu or 683.5435
Shantel Simmons - AP Processor: MONARCH TEAM	stsimmon@odu.edu or 683.4964
Melissa Snowden - AP Travel Supervisor/Processor: LION TEAM	jhunemul@odu.edu or 683.6831
Chrome River Questions	travel@odu.edu
Etta Henry – Director of Procurement Services	ehenry@oduy.edu or 683.5889

ADDITIONAL INFORMATION:

The University's travel policies and procedures are contained in this training document, and University travelers must adhere to the information contained herein, which may be more restrictive than the Commonwealth's travel regulations. You may refer to the Virginia Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual, section 20335 (Travel Regulations) for additional information. The web address below links you directly to the current PDF file containing the travel regulations dated December 1, 2015:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2015-Dec.pdf.

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