

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Completing Travel Reimbursements

Proc. #: 6-721

A. PURPOSE

The purpose of this procedure is to provide guidelines for completing the Expense Report in the Chrome River system. Supporting documentation is required for all expenditures.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations” - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

Completing the Expense Report

Click on + New from the Dashboard and select *New Expense Report* in Chrome River, and complete the following:

1. Expense Header

Report Name – *Event Name/Location/Date*
Pay Me In – *automatically defaults to USD*
Start Date
End Date
Travel Type
Purpose
Destination
Click Save

2. Select an Expense icon on the right-hand side to Add Expenses

Date – input the receipt date
Amount
Currency – *converted to US dollars*
Comments – include any justification required
Receipt/Docs Attached – click receipt attached, if applicable
Paid on PO or PCard - click paid on PO/PCard, if applicable
Allocation – Record the budget code
 Select the proper sub-account
 Click Split if using more than one budget code
Click on Add Attachments to attach receipts

- Select upload attachments OR
- Drag and drop the image to upload

Click PDF Report to review report, as required
Click Save
Click Submit to route the report to the approver

3. The traveler will have the option to attach the Pre-Approval Request to the Expense Report before submitting the report. The Pre-Approval request is only required for international travel.

- a. Click Pre-Approval
- b. Select the Pre-Approval

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- c. Click Submit
4. Upon submitting the Expense Report in Chrome River, the traveler agrees and certifies the accuracy of all information and the legitimacy of the travel.
5. The electronic approval by the traveler's supervisor certifies that the supervisor agrees that the travel was necessary and the requested reimbursements are proper.
6. **Expense Details** that must be completed –
 - a. **Expenses are to be itemized on a daily basis -- not summarized for the duration of the trip.**
 - b. **Comments section:** Provide justification of the travel activity for expenses claimed, as required. (Meal per diem, hotel, personal mileage, rental car, parking, tolls, etc.)
 - c. **Tolls:** The name of toll facilities must be provided. Receipts are required if tolls are \$75 or more.
 - d. **Mileage:** Record details for the miles traveled between each point on the Expense Report when claiming mileage. All travel must be over the most direct practical route. Mileage claimed should be by actual odometer readings, not by estimation, or use the Distance Wizard in Chrome River.
 - e. **Mileage Rate:** Select the appropriate mileage rate. The system automatically calculates the reimbursable amount based on miles traveled and the reimbursement rate selected.
 - Current IRS mileage rate - when a personally owned vehicle is cost justified
 - Reduced rate of \$0.246/mile - when use of a personally owned vehicle is elected for the convenience of the employee
 - f. **Auto Expense - receipts required:**
Auto expenses include car rental and gasoline expenses.

Car Rental
 - The traveler must select the most economical contractor and vehicle.

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- Travelers must decline the refueling option. Gasoline will be reimbursed based on actual receipts submitted from self- service stations.
- The state employee must decline insurance coverage while traveling in the United States.
- The traveler must provide the final car rental receipt and include the payment method for reimbursement.

Gasoline Purchases

- A copy of the car rental contract must be provided when requesting reimbursement for gasoline.
 - If a state vehicle is driven, provide the make, model and license plate number of the state vehicle.
- g. **Business Meals:** The *Location* for the business meal, *Meal Type* (breakfast, lunch or dinner), the *Number of Attendees*, and a detailed breakdown of the costs for *Food*, *Alcohol* and *Taxes/Tips* must be input when claiming business meals. Once the information is input, click *Calculate* and the system will automatically calculate any *Food Overage* due to excess meal costs. Additionally, the names of the attendees can be recorded under the section for *Guests*.
- h. **Meals and Incidental Per Diems** – The M&IE per diem rates are based on the GSA CONUS rates for the 48 contiguous US, and GSA OCONUS for the non-contiguous U.S. and international locations. The *Location* of the hotel or city and state where the traveler lodged and *Start Date* and *End Date* must be input in Chrome River to calculate the allowable per diem. The traveler must select *Create Itemized Entries* once the location and dates are input to generate the allowable per diems. The travel days are reduced to 75% of the allowable per diem and must be reduced by selecting the appropriate date for the per diem expense and clicking on *Travel Day*. Any meals provided by the conference sponsor that should not be claimed or are not reimbursable must be deducted by selecting the per diem expense for the specified date and clicking on the appropriate meal (*Breakfast, Lunch or Dinner*) to exclude it. If the traveler must reduce the meal reimbursement by an additional amount due to budget constraints or department regulations, the traveler can record the amount to be deducted in the *Additional Deduction* field under the column for *Select Item Deductions*.
- i. Some departments may choose to reimburse employees for actual expenditures (*up to* the M&IE allowable per diem) rather than the per diem amount. Receipts are required in those instances. If the

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- traveler is claiming actual costs for meal expenses, notate the information in the Comments section, and use the *Additional Deduction* field to reduce the per diem expense to the actual cost shown on the receipt, as appropriate.
- j. Travelers may NOT claim an amount greater than the M&IE per diem even with supporting receipts.
 - k. **Overtime Meals** - Reimbursement of an overtime meal is taxable and must be submitted to Payroll for processing.
 - l. If any official business meals are claimed for persons other than the traveler, the names and reason must be recorded on the **Business Related Meal Expense Statement** and attached to the Expense Report. Receipts are required for reimbursement of all business meals, including meal expenditures incurred of \$75 or more.
 - m. **Lodging: *The original receipt is required.*** The lodging rates are based on the GSA CONUS rates for the 48 contiguous United States, and GSA OCONUS for the non-contiguous United States and international locations. Report all expenditures for lodging, including Pullman berth or seat under the *Hotel* expense. List *Room Charges* and *Room Taxes/Fees* separately for each day. Input the grand total of all expenses shown on the hotel bill as the *Amount*, and select *Room Charge* to record the total cost of lodging for each day, excluding taxes, fees and other charges. Input the *Start Date*, *End Date*, and *Location* of the hotel (city and state), and the system will automatically calculate the *Total Allowable* amount. Select the name of the *Hotel* where you lodged, and click *Save*. The Room Tax/Fees must be recorded in the same manner. Any parking, telecommunications or other expenses recorded on the hotel bill can also be recorded by selecting the appropriate expense. Any non-reimbursable charges shown on the hotel receipt must be deducted by recording the amount in the field designated as *Non-Reimbursable Amount*.
 - n. If the trip involved travel to a foreign destination, the Chrome River system will automatically convert the foreign currency value input to US dollars based on daily FX (exchange) rates. If purchase was made via the Internet, the hardcopy final (payment) page from the Internet showing the total cost and confirmed services must be attached to the Expense Report, and the receipt must be converted to English.

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- o. **Other:** The expense labeled “*Other*” can be used to record all reimbursable expense items not displayed under Air Travel, Ground, Meals, Hotel, Telecom, or Small Business Expense. The Comments section must be used to provide a detailed explanation for the reimbursement request. Examples include registration fees, museum/admission fees, entry fees, coaches’ package fees, and other miscellaneous expenses. Provide receipts and justification, as required.
7. **Budget and Sub-Account (REQUIRED)** - Input the budget and sub-account in the section labeled *Allocation*. If more than one budget code/sub-account is to be charged, the amount to be charged against each budget/sub-account must be input.
8. **Split-coding between Commonwealth and other ledgers** - If the travel is to be split-coded between a Commonwealth budget and a Local budget, it is **permitted in the Chrome River system only**.
9. **Amount Advanced: Any advances related to this trip must be accounted for and reduced from any reimbursement.**
10. **Reimbursement Amount:** The reimbursement amount calculated is displayed at the top of the detailed Expense Report in the column for *Pay Me Amt.* and referenced at the bottom of the detailed report as *Total Pay Me Amount*. The reimbursement amount can also be seen when viewing the summarized listing of *Details for My Unsubmitted Expenses* and *My Recently Submitted Expenses*.

Reference the Chrome River Training Guide online in the Help Center for detailed instructions on completing the Expense Report.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University’s Records Management Program.

Contacts:

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