

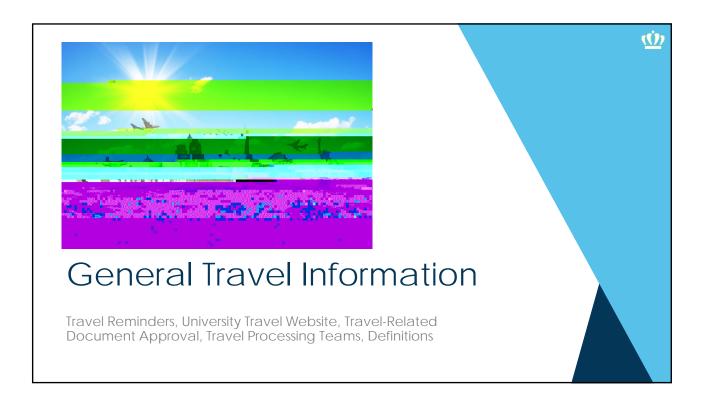
Overview

Today we will review...

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

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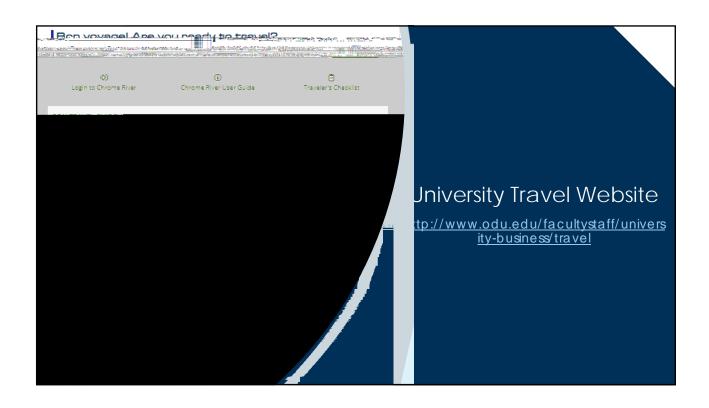
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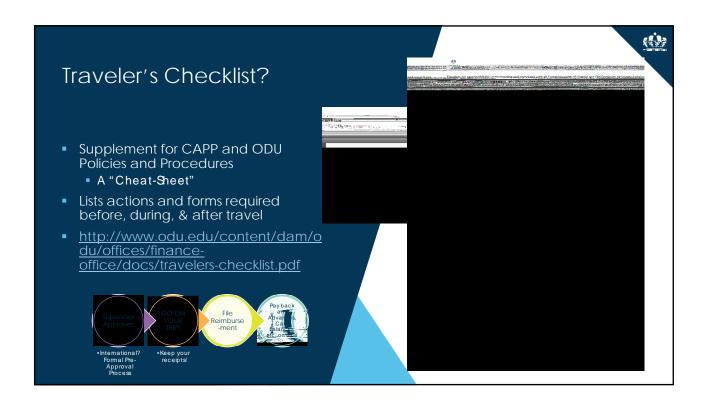
Reminders regarding Travel



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



9		BIG BLUE TEAM – Sharon Kelly sikelly@odu.edu	
	Budget Office	Auxiliary Enterprises	Academic Skills Development
	Counseling Services	Construct & Procure Services	Computer Services
Travel			
Processing			
Travel Processing Teams			

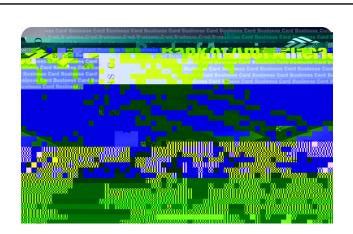


Terminology

- Base Point
- Official Station
- Commuting Distance vs. Commuting Mileage vs. Commuting Status
- Travel Routing
- Travel Status
- Trip



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Corporate Travel Card

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



What is a Corporate Travel Card?

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

Bigibility:

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

How to Acquire:

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

Credit Limits?

Credit Score determines Credit Limit on card

- <u>Light Traveler</u> \$1,000 cycle limit
- Moderate Traveler \$1,500 cycle limit
- Frequent Traveler \$2,500 cycle limit
- Constant Traveler \$5,000 cycle limit

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

Billing & Delinquency

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

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

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Things to Remember

- Card Bills mailed to your home address
- Complete reimbursement requests in a timely manner to ensure quick reimbursement post-payment to Bank of America
 - <u>NOTE</u>: reimbursement not available until return from travel and requests submitted
- NO PERSONAL CHARGES!
 - Personal expenses that cannot reasonably be separated from reimbursable expenses may be charged...but not reimbursed.
- Never share Account Number, Never send via email/text/phone voice message
- May only be used for reimbursable expenses incurred while conducting official state business
- May be used to purchase airline tickets, conference regular and the rest that the rest transfer and the rest transfer are the rest transfer and the rest transfer are the rest transfer and the rest transfer are the rest t
- AP reviews payment reports monthly!

 If card not used for 12 consecutive months, employee no longer travels, or change departments...the EMPLOYEE should return the card!
- Noncompliance = Revocation

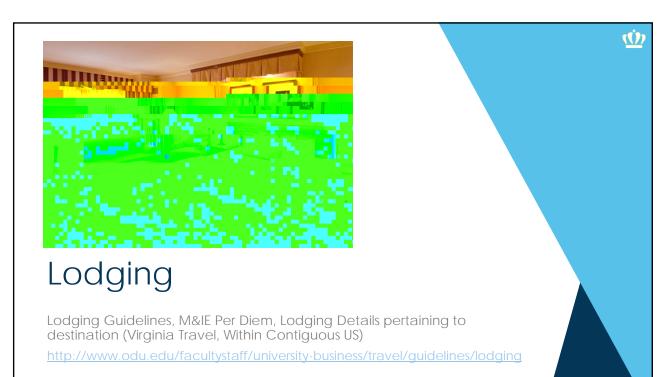


Allowable Expenses

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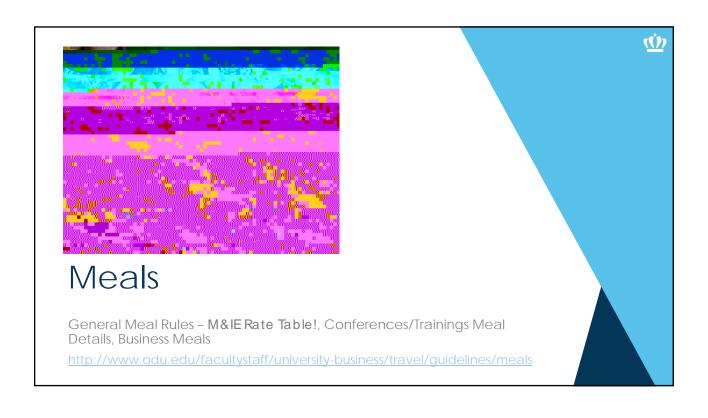
- Taxes/Surcharges (pro-rated)
- Parking & Tolls
- Gratuities not reimbursable (included in M&IE Per Diem)
- Business Travel/Vacation Leave
- Business Telephone Calls, Telegrams, Internet







- Rates for Lodging determined by *physical* location
 - M&IE Lodging Per Diem Table
 - Rates available for both in-state and out-of-state
 - Table contains daily [maximum] breakdown for Meals & Incidental Expenses, excluding taxes/surcharges
- Government Rates must always be requested!
- All expenditures must be necessary & reasonable...therefore economy class must be first choice
- Reimbursement is available AFTER the trip via





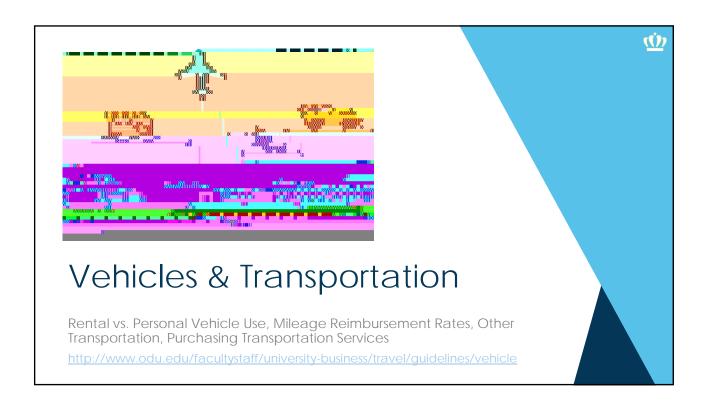
Meals/Incidental Expenses are only reimbursable for





What is a No Cost Meal?

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





- 1. Rental Car
- 2. Personal Vehicle

Rental Cars:

- ODU Contract Enterprise Rent-a-Car (XZ210DU) or Hertz Rental ()
 - Questions? Contact Procurement Services
 - Find a less expensive option? May be granted exception.
- Reimbursed for fuel expenses
- Usually after arriving at destination or VT5(?)-1.9(i)-12.2(er)e.(2.9(.6.4(Tf.007 -1.4wgq5 er G()12.6(at de

Rental Cars



- PREFERRED! Use ODU Account Number: XZ210DU for Enterprise or _ for Hertz when renting car!
- Used for official business use only
- No add-on features allowed! (i.e.: add-on GPS)
 - Insurance Coverage?
 - <u>ODU Employees</u> <u>DECLINE</u> Employee to provide *Proof of Insurance*, provided by Risk Management Office and obtained prior to travel!
 - Consultants/Non-State Employees must ACCEPT Liability & Collision Damage Waiver Insurance (not covered by state's insurance coverage, but will be reimbursed within limits)

Reimbursement Reminders:

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

Reporting Accidents:

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

Personal Vehicle Use



- Personal Vehicle may be used if cost beneficial
 - Cost/Benefit Analysis must be run and submitted with reimbursement request to justify!





Conferences, Conventions, Seminars, Trainings

<u>Traveling with more than 3 employees to a single destination?</u>

- Advanced Approval required; must also certify Business Necessity
 - Maintained in departmental files for audit purposes



REMINDER: ANY travel outside of the 48 contiguous United States = International *All International Travel requires written preapproval!*

- Recommend approval obtained <u>at least 30 days in advance of travel</u>
- Done via Chrome River Pre-Approval Request
 - May be done via paper request Consolidated Travel Form "Travel Estimate" Tab (students without CRaccessonly!) allows users to estimate total cost and therefore gain approval
 - What is *Total Cost*? Lodging, Meals, Transportation, Conference Registration, Other costs
- Must be approved in advance by Provost/VP of Academic Affairs
- All details/proposed expenses must be included.
- All CAPP/ODU Travel Policies still apply additional in place for International Travel
- PRIOR TO ALL INTERNATIONAL TRAVEL: Estimate of total cost and approval required
 - Employees may NOT approve their own travel-related documents
 - Out-of-country travel requests must be signed in advance by Provost/VP for Academic Affairs



Reimbursements

What is a reimbursement? Chrome River Expense Report, Details to Include in



Chrome River

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

Questions?

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

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Direct Deposit of Travel Reimbursements



Electronic Travel Reimbursements – the ODU way

Made through Direct Deposit

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

No Direct Deposit info on File?

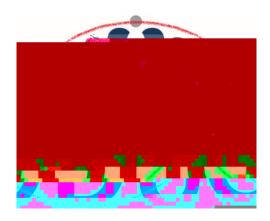
- Chrome River Error Message delayed reimbursement
- Complete it electronically for real-time updates ANYWHERE!

Banking Changes?

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

How are Students Reimbursed then?

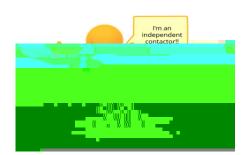
- Students use the Consolidated Travel Form if they do not have a CR Account most students should have CR setup instead of using paper process!
 - Students may also use Consolidated Travel Form for Pre-Approval Requests







- Must first be setup within Banner/Assigned UIN
 - We must have COV Sub W-9 on File: mail to Office of Finance AP Linda Wallace
- Then setup in Chrome River to receive reimbursements
- Interview Candidates, Athletic Recruits, Guest Lectures, and
 - Lodging Expenditures direct-billed to ODU via eVA PO clearly stating "Non-ODU Employee"
 - If not direct-billed, input into Chrome River Expense Report by ODU employee, then auto-routed/processed in same way
 - \$\$ limits apply!
 - Abide by Contractual Terms if exists



Independent Contractors?

- Generally not reimbursed from travel expenses in he same fashion
- Rather travel expenses should be part of the

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

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

Grant/Contract silent on terms?

You are governed by Commonwealth Guidelines

Splitting between Commonwealth and Grant/Contract Funding?

Governed by Commonwealth Guidelines

What about Travel Credits, Frequent Flyer Miles, ...?

- Relating to the Travel Card and Travel Credits, Free Services, Reduced Rates, Frequent Flyer Miles?
 - ODU (read: The Commonwealth) Accrues ALL
 - They may only be used to benefit ODU NOTfor personal use!

Did you...

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

REM EM BER:

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



- ITEMIZED, Zero-Balance, Provide any supporting info/receipts too!
- Rental Car Payment Receipt AND Rental Agreement
 - KEEP ALL GASOLINE EXPENSE RECEIPTS AS WELL FOR FULL REIMBURSEMENT!
- Toll Receipts





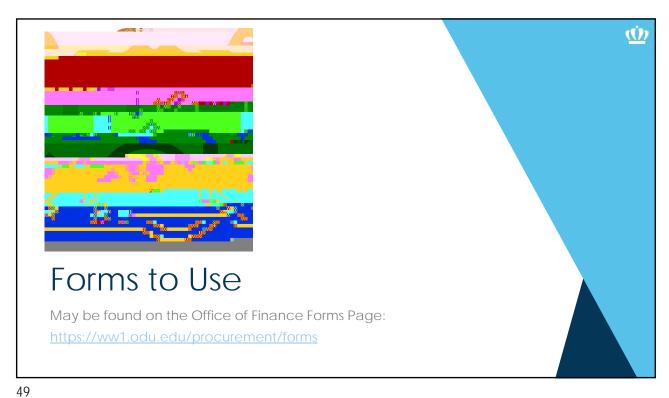
APD's Travel Tips & Tricks

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

<u>Contacts</u>		
	AP Travel Contact	S
Accounts Payable Manager	Monique Johnson- Dowe	m7johnso@odu.edu 683.4813
AP Travel Supervisor	Melissa Snowden	msnowden@odu.edu 683.5020
AP Travel Processor – Lion Team	Erica Paredes	eparedes@odu.edu 683.6831
AP Travel Processor - Big Blue u.Sh/JTT.1(B.)9. Tw48211	.[Sharon Kelly .[Shas@odu0028cm-17.r	<u>slkelly@odu.edu</u> m-17.o(0146 8 0(P3)4E& duQG7B06 (

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5103 - Registration Fees

6203 - Gas (rental vehicles only)

7102 - Travel, Personal Vehicles - <u>not</u> associated with educational training

7103 - Travel, Public Carriers - <u>not</u> associated with educational training

7105 - Travel, Subsistence/Lodging - <u>not</u> associated with educational training

7107 - Travel, Meal Reimbursements - <u>not</u> reportable - use for business & overtime meals

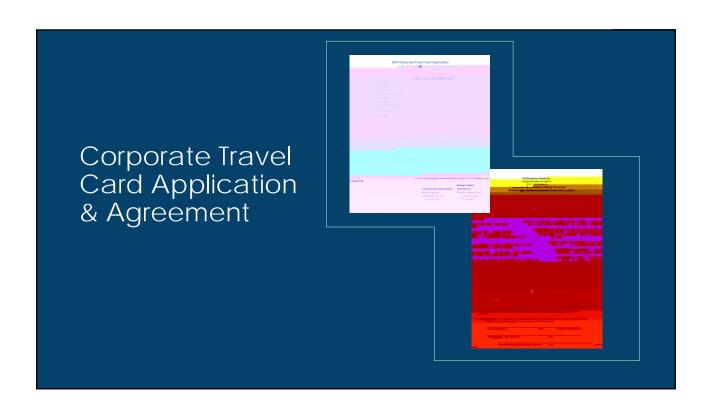
7109 - Employee Training -Transportation, Taxis, Tolls, Lodging, Meals, Personal Vehicle Mileage

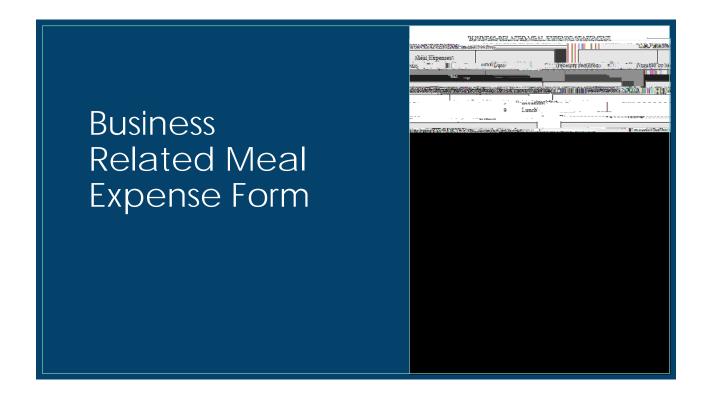
7111 - Student Internship Supervision

Athletic-Specific Travel Codes

7202 - Team Transportation
7203 - Team Lodging
7204 - Team Meals/ Group
7205 - Recruiting Transportation
7206 - Recruiting Lodging
7207 - Recruiting Meals/ Group

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Form Submission Cha(rtot all inclusive of requirements)					
Form Name or Travel Requirement	tZÇ /š[• E	Who Can Approve	Timing	Additional Requirements	
ODU Travel Estimate (Travel Estimate tab of the	Required for all international	Dean or Director	In advance of		
Consolidated Travel Form) Pre-Approval	travel in Chrome River	reporting directly to a	travel.		
Requestin Chrome River		Vice Presidentand			
	Submit PreApproval Request	Provost/Vice President			
(attach signed original to travel voucher		for Academic Affairs			
indicate that the original form in AP*					