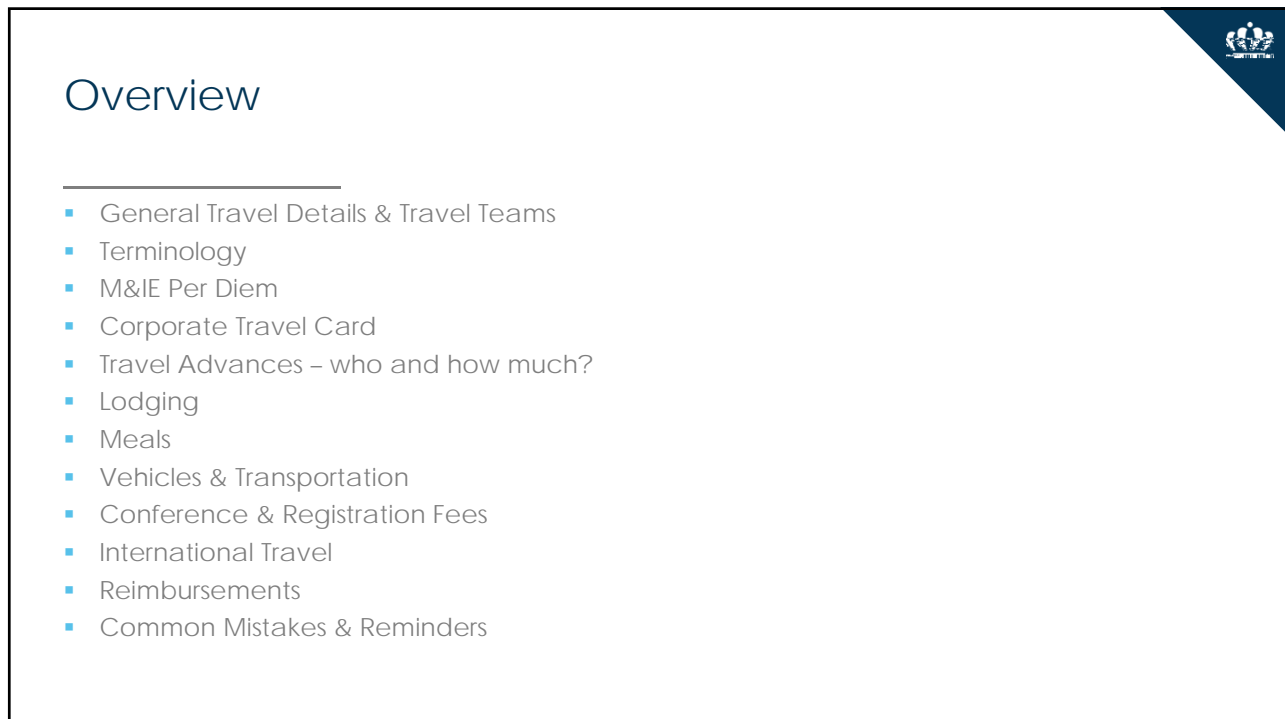
  
OLD DOMINION  
UNIVERSITY

*Certificate in University Financial Management*

Amanda P. Dunlap  
Office of Finance

2024 edition

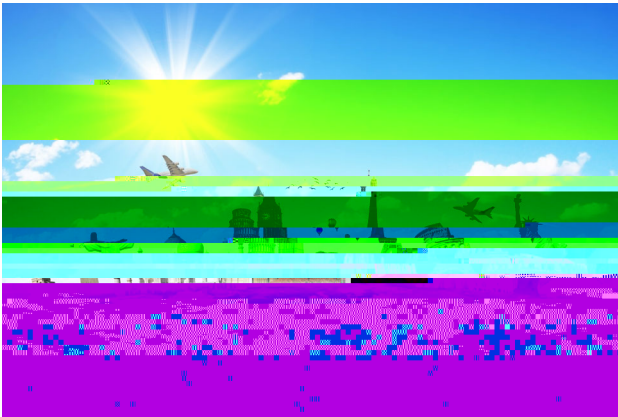
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## Overview

- 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

2



## General Travel Information

Travel Reminders, University Travel Website, Travel-Related Document Approval, Travel Processing Teams, Definitions



## 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
- Travel Expense Accounts are open to the public and available for public review
- \_\_\_\_\_ Make sure your supervisor approves before you plan!
  - **Complete Travel Registry!**
  - \_\_\_\_\_ *all*
  - \_\_\_\_\_ *NOT*



## Traveler's Checklist?

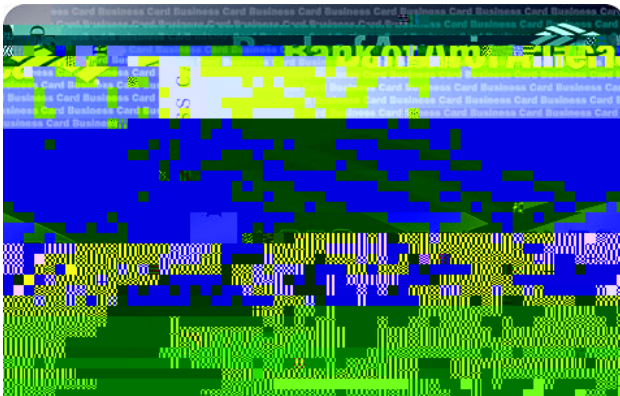
- Supplement for CAPP and ODU Policies and Procedures
  -
- Lists actions and forms required before, during, & after travel
- <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/travelers-checklist.pdf>



## Terminology

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





## Corporate Travel Card

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



- 
- 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

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

- 
1. *Corporate Travel Card Application*
  2. After approval, card sent to cardholder's home address
  3. *Employee Agreement* to be completed
    -
  4. Annual Cardholder Training required by Commonwealth of Virginia
    -

## Credit Limits?

- Light Traveler - \$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?

## 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
  - \_\_\_\_\_
- \_\_\_\_\_
- 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 registration fees, though you will not be reimbursed until post-travel
- AP reviews payment reports monthly!
  - If card not used for 12 consecutive months, employee no longer travels, or change departments...the \_\_\_\_\_ should return the card!
- Noncompliance = Revocation

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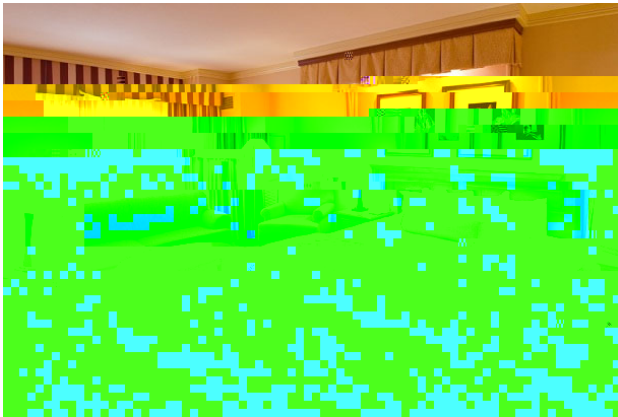
# Allowable Expenses



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







## Lodging

Lodging Guidelines, M&IE Per Diem, Lodging Details pertaining to destination (Virginia Travel, Within Contiguous US)

<http://www.odu.edu/facultystaff/university-business/travel/guidelines/lodging>



- Rates for Lodging determined by *physical* location
  - *taxes/surcharges* *excluding*
- All expenditures must be necessary & reasonable...therefore class  
must be first choice
- Reimbursement is available the trip via





# Meals

General Meal Rules – , Conferences/Trainings Meal  
Details, Business Meals

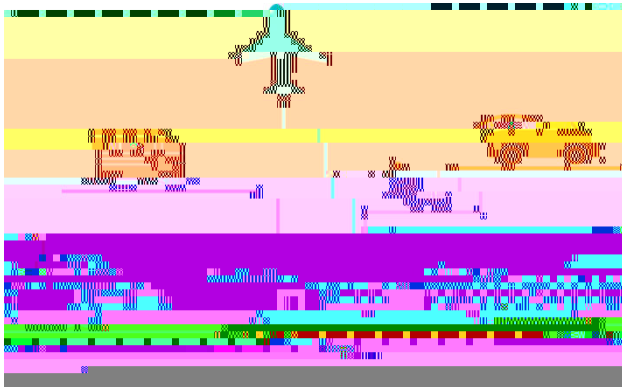
<http://www.odu.edu/facultystaff/university-business/travel/guidelines/meals>



- Meals/Incidental Expenses are only reimbursable for



- 
- 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



## Vehicles & Transportation

Rental vs. Personal Vehicle Use, Mileage Reimbursement Rates, Other Transportation, Purchasing Transportation Services

<http://www.odu.edu/facultystaff/university-business/travel/guidelines/vehicle>

1. Rental Car
2. Personal Vehicle

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- ODU Contract –

- 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



- ! – XZ21ODU for Enterprise \_\_\_ for Hertz
- Used for official business use only
- No add-on features allowed!
  - \_\_\_\_\_
    - ODU Employees – \_\_\_\_\_ Employee to provide **Proof of Insurance**, provided by Risk Management Office and obtained prior to travel!
    - Consultants/Non-State Employees – must \_\_\_\_\_ Liability & Collision Damage Waiver Insurance ( \_\_\_\_\_ )
- \_\_\_\_\_
  - Note type of vehicle used on reimbursement request
  - Reimbursed for actual expenses if you provide
    - \_\_\_\_\_ receipts for rental and gas/oil; type of CC and last 4 digits used; copy of all Rental Forms
  - **Driving a State Vehicle?**
    - \_\_\_\_\_
- \_\_\_\_\_
  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

■









## Conferences, Conventions, Seminars, Trainings

- 
- Advanced Approval required; must also certify Business Necessity
    -



REMINDER: ANY travel outside of the 48 contiguous United States = International

**All International Travel requires written preapproval!**

- Recommend approval obtained \_\_\_\_\_
- Done via ***Chrome River Pre-Approval Request***
  - *Consolidated Travel Form "Travel Estimate" Tab*
  - *Total Cost*
- Must be approved in advance by
- 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 –
    - Faster, More Efficient,
    - 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
- 
- Issues with CR – Select “Help” in CR, or contact [travel@odu.edu](mailto:travel@odu.edu)
  - Questions about Travel Regulations – contact Travel Team Processor
  - How to Login – [www.odu.edu/chromeriver](http://www.odu.edu/chromeriver), use MIDAS credentials

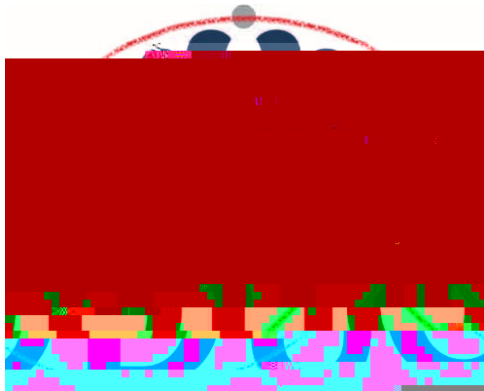
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## Direct Deposit of Travel Reimbursements

- 
- 
- Employee must ensure correct Direct Deposit Information is provided
    - Where to complete?
    - Exceptions? Students, Visitors, Non-Employees – all receive reimbursement
- 
- Chrome River Error Message – delayed reimbursement
  - Complete it electronically for real-time updates ANYWHERE!
- 
- **YOUR**
- 
- Students use the *Consolidated Travel Form* if they do not have a CR Account –
    - *Students may also use Consolidated Travel Form for Pre-Approval Requests*

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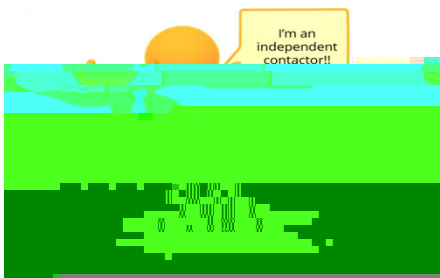
## Non-ODU Employees & Visitors?



1. Must first be setup within Banner/Assigned UIN
  -
2. Then setup in Chrome River to receive reimbursements
  -

---

  - Lodging Expenditures 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!
  -



## Independent Contractors?

- Generally not reimbursed from travel expenses in the same fashion
-



## 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!

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- You are governed by Commonwealth Guidelines

---

- 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?
  - [read: \*The Commonwealth\*](#)
  - 
  -



## Did you...

- ✓ Submit an incomplete or inaccurate form?
- ✓ Try to approve your own request?
- ✓ Claim reimbursement for someone else's expenses?
  -
- ✓ 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?

\_\_\_\_\_:

- 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!

- *GASOLINE EXPENSE 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>
- Just cuz...
  - *Pay for your OWN stuff ONLY!*
  - 
  -
- Review & Remember allowable vs. disallowed expenses!
- Check, double-check, and triple-check the M&IE Table Rates!
- Plan ahead and      in advance
- Get to know your Travel 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
  -
- Use the Guides & Resources found on the Procurement [website](#)
- When in doubt...ASK!



## Contacts

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Sharon Kelly	<a href="mailto:skelly@odu.edu">skelly@odu.edu</a> 683.5435







## Forms to Use

May be found on the Office of Finance Forms Page:

<https://ww1.odu.edu/procurement/forms>

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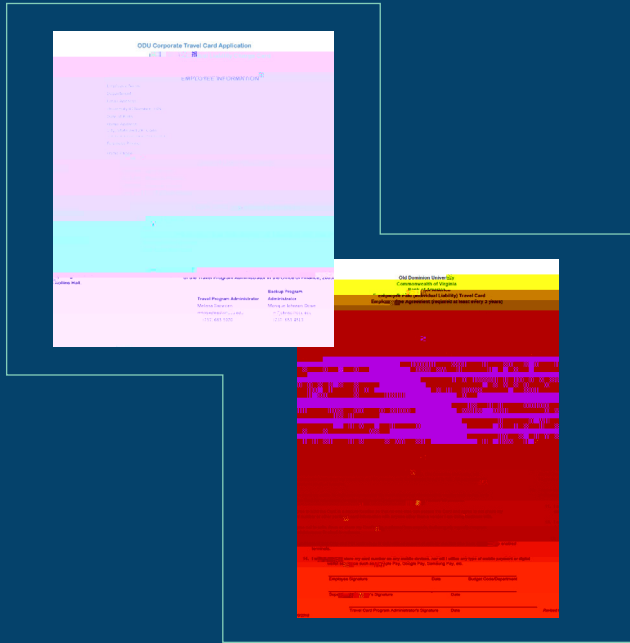


## Travel Sub-Account Codes

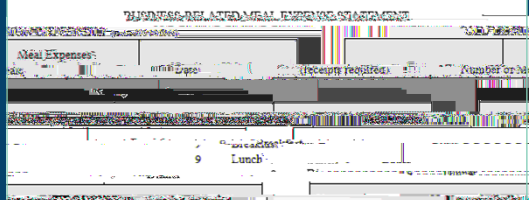
- ( )
- *not* associated with educational training
- *not* associated with educational training
- *not* associated with educational training
- *not* reportable - use for business & overtime meals
- Transportation, Taxis, Tolls, Lodging, Meals, Personal Vehicle Mileage
- 

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# Corporate Travel Card Application & Agreement



# Business Related Meal Expense Form







TERMINOLOGY

{

Form Submission Chart (not all inclusive of requirements)

Form Name or Travel Requirement	Travel Type / Expense	Who Can Approve	Timing	Additional Requirements
ODU Travel Estimate (Travel Estimate tab of the Consolidated Travel Form) Pre-Approval Request in Chrome River	Required for all international travel in Chrome River	Dean or Director reporting directly to a Vice President and Provost/Vice President for Academic Affairs	In advance of travel.	
(attach signed original to travel voucher indicate that the original form in AP*)	Submit Pre-Approval Request			