

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

If lodging exceeds the allowable guideline, the authorized BUD or Director or Procurement Services must approve the automated Expense Report after the trip

_____ – 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

- *(payment page)*
- 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.

- Airline confirmation - either ticket stub or boarding pass (for e-tickets) - of the type of ticket purchased (i.e., coach, business). _____ . Boarding passes are _____ for all air and rail reimbursements made directly to an employee.

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.

The Pre-Approval Request is only required for international travel.

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 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.

- The corporate travel card is available to University travelers (full and part-

- **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.

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

I, [Name], hereby agree to the terms and conditions of the Bank of America Employee Paid (Individual Liability) Travel Card Agreement.

I understand that the Bank of America Employee Paid (Individual Liability) Travel Card is a credit card issued to me for the purpose of business travel.

I agree to use the card only for business travel expenses and to keep the card secure. I will not use the card for personal expenses.

I understand that the card is subject to the Bank of America Employee Paid (Individual Liability) Travel Card Agreement and the Bank of America Employee Paid (Individual Liability) Travel Card Terms and Conditions.

I agree to provide the Bank of America with the necessary information to process my travel card transactions.

I understand that the Bank of America Employee Paid (Individual Liability) Travel Card is not redeemable for cash and is subject to the Bank of America Employee Paid (Individual Liability) Travel Card Agreement.

I agree to pay the balance of the card on or before the due date and to keep the card in good standing.

I understand that the Bank of America Employee Paid (Individual Liability) Travel Card is not redeemable for cash and is subject to the Bank of America Employee Paid (Individual Liability) Travel Card Agreement.

I agree to provide the Bank of America with the necessary information to process my travel card transactions.

I understand that the Bank of America Employee Paid (Individual Liability) Travel Card is not redeemable for cash and is subject to the Bank of America Employee Paid (Individual Liability) Travel Card Agreement.

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I agree to provide the Bank of America with the necessary information to process my travel card transactions.

Travel advances should be requested only when out-of-pocket expenses for a specific trip would cause a financial burden for the employee.

Travel advances are issued to the traveler.

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.

_____ - 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.

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

_____ - 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 (doqTf1 0 016m5 r239.4IR-3(cfi6)l(m)-4(er)7(h)e9(Bu)43nces are itted-3(wi3(e)ed)-3(h)ome River

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.

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

- _____: _____ . 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).
- _____: If you are using a purchase order when utilizing the Enterprise contract, do not claim this expense on your Expense Report.
 - _____
 - 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).
- _____ 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.

_____ - 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

Normal travel practices should be used when making conference travel arrangements. Travel advances cannot be requested to pay for conference fees.

Registration fees for conferences may be paid via eVA or PCard for functions related to State business.

Registration fees may also be submitted on the Expense Report upon completion of the trip, but this practice is not encouraged.

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
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_____ . 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.

_____ : Meal reimbursements made in accordance with these regulations are not considered by the IRS to be reportable income, except for meal/tip expenditures

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 r4(o)52t,c.7(ceswrsem)m

_____ - 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

including but not limited to:

-

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.

. Such meals occur while the individual is on official

business and :

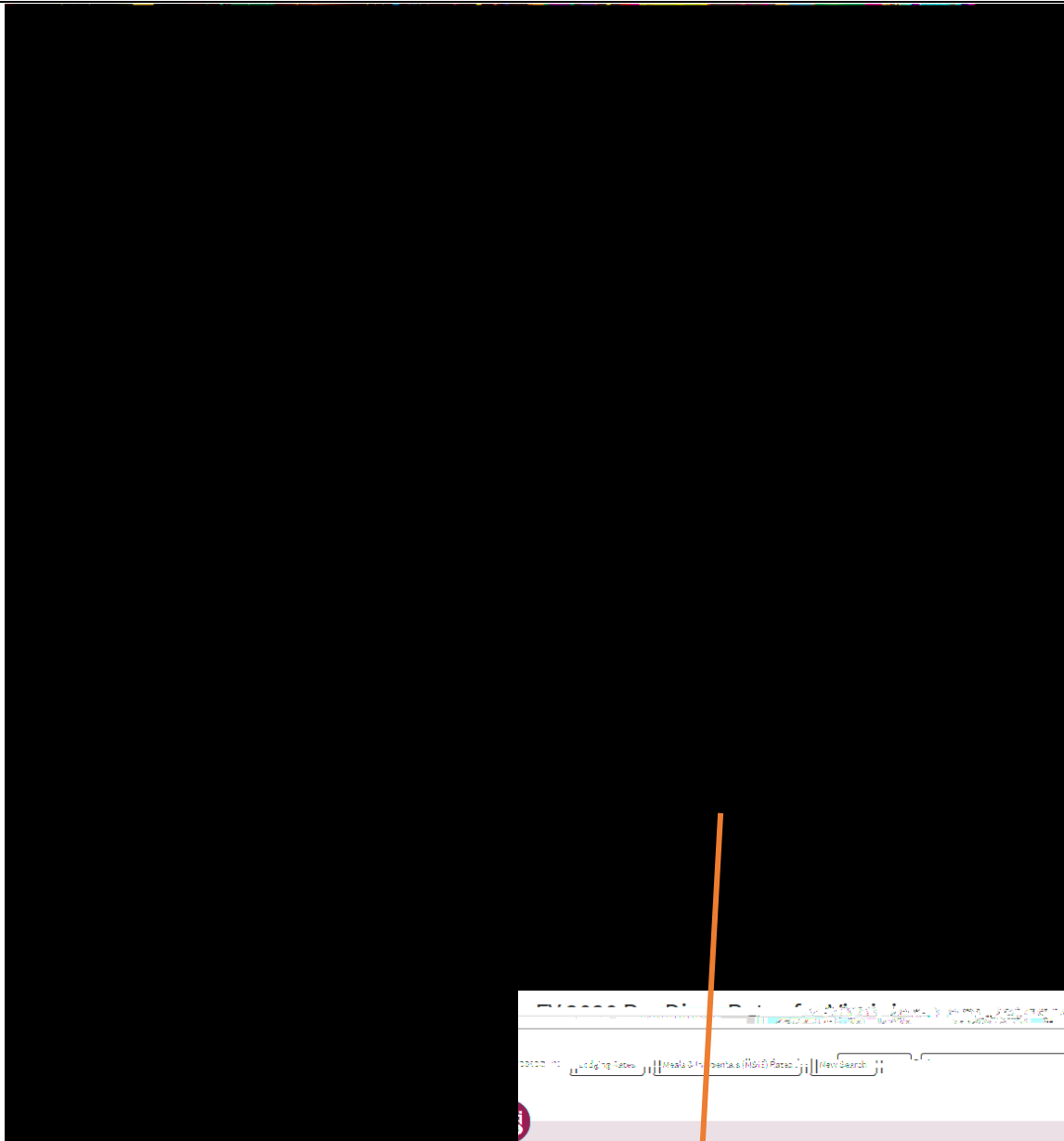
- Include Agency Head (or designee) approval.
- Involve substantive and bona fide business discussions. You must provide specific details about the benefits to the University
- *original itemized receipt*
- List by name all persons involved in the meal and the reason for the meal (complete the *Business 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).

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- Supporting receipts and 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.

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
 -



Showing 1 to 10 of 12 entries

City	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Abingdon	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97
Blacksburg	\$113	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$113	\$113
Charlottesville	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
City of Charlottesville	\$240	\$184	\$184	\$184	\$184	\$256	\$256	\$256	\$256	\$169	\$169
City of Richmond	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144
Lynchburg	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Campbell / Lynchburg City	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
City of Richmond	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144

Showing 1 to 10 of 12 entries

- The State will not be responsible for any expenses related to accident or injury while the employee is not on official business.

- for official

Travel

- 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.

(not all inclusive of requirements)

