

OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: General Travel & Travel Planning Information

Proc #: 6-700

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**A. PURPOSE**

The purpose of this procedure is to provide general travel and travel planning guidance to travelers and other departmental staff to assist them in complying with University and Commonwealth travel policies.

All travelers, while traveling on official Old Dominion University but Commonwealth.

**B. DESIGNATED STAFF**

University Departmental Staff – traveling on ODU business

**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”  
University Policies #1051 – Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses  
Accounts Payable 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  
Accounts Payable Procedure 6-707, Exceptions to the Meal & Lodging Guidelines  
Chrome River Training Guide

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2. Exceptions to the University's published guidelines must be requested IN ADVANCE, and approved by the Director of Procurement Services or designee.
  3. 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, reimbursements being added to taxable income or delayed processing of a travel reimbursement request.
  4. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud.
  5. Travelers can use the \_\_\_\_\_ to assist in complying with travel policies.
  6. **All** travel reimbursements will be issued through direct deposit. **IF YOU PLAN TO TRAVEL**, set up an Accounts Payable Direct Deposit on Leo Online.
  7. Employees and students must submit a Pre-Approval Request in the Chrome River system for all international travel.

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

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Justification for Excess Lodging

- Conference hotel
- No other hotel rooms available within reasonable distance
- Conference hotel booked
- Other (provide explanation)

9. Pre- Approval Requests submitted in Chrome River will be automatically routed to the responsible person (supervisor, Budget Unit Director and Provost/designee, if applicable) to approve the report electronically. Pre-Approval Requests are only required for international travel.
10. For all official State business-related travel, the Agency Head or designee (the Budget Unit Director) is authorized to approve the excess lodging rate up to 100% over the allowable rate after the trip when the excess cost is justified. The Director of Procurement Services will review the excess lodging justification, if the hotel rate is more than 100% above the allowable guidelines.
11. 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.
12. Only the Commonwealth of Virginia Comptroller's designee (Director of General Accounting) may grant exceptions for expenses exceeding 100% over the guidelines.

Such approvals must be requested and granted to the travel, and the approved request must be attached to the Expense Report submitted for reimbursement.

Requests for such exceptions must include sufficient documentation

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the Pre-Approval Request must be completed and approved \_\_\_\_\_  
the trip starts. **It is recommended that this approval be obtained  
at least 30 days in advance of travel.** See  
for more information on International Travel.

14. SPONSORED PROGRAM FUNDS - 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.

Solely funded means charged 100% to the grant or contract. If funding is split between Commonwealth and grant, or other contract sources, the maximum allowable lodging and M&IE per diem rates in these regulations apply.

Please remember that the words "Sponsored Program" should be  
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For questions regarding this procedure and/or prac