
A. PURPOSE

Travel outside the boundaries of the United States and its territories requires PRIOR written approval of the appropriate Vice President and the Provost or President. The purpose of this procedure is to provide needed guidance to University employees for international travel.

ts Payable

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

Business Related Meal Expense Statement – Accounts Payable website

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”

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G. OTHER ODU OFFICES IMPACTED

University Departments

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. In addition to all other policies set forth in ODU travel policies, the following *additional* policies must be adhered to when traveling internationally. The guidelines for air travel also apply to international travel.

2. **Advance Approval (Required for All International Travel)** - If a traveler is required to leave the country on University business, the approval of the appropriate provost or designee

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- b. For travel to Western Europe if the business meeting is conducted within three hours of landing, or , or F

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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.