

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE:

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TITLE: Common Travel Reimbursement Errors to Avoid

Proc #: 6-704

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. No **Pre-Approval Request** input or approved in the Chrome River system - **required for all international travel.**
2. Daily expenses are not shown separately **REQUIRED.**
3. Expense Report submitted more than 60 days after and no explanation is recorded in Comments section of the Expense Report in the Chrome River system.
4. Special approval form(s), supporting documents or authorized emails not attached (i.e., Pre-Approval Request in Chrome River).
5. Justification not recorded on Expense Report for what appear to be excessive lodging and/or meal expenses - **REQUIRED must be approved by the Budget Unit Director or Assistant Vice President for Finance/University Controller.**

The Expense Report is automatically routed to the Budget Unit Director or the Assistant Vice President

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6. No supporting bills, receipts, invoices – be sure to provide a zero-balance hotel bill. The payment method is required for items that can be procured with the Small Purchasing Charge Card - PCard.
REQUIRED.
7. No hard-copy confirmation of expenses (payment page) if online methods were used to procure services **REQUIRED.**
8. Expense Report not submitted in English for international reimbursements **REQUIRED.**
9. Supporting bills, receipts, and invoices do not equal amounts claimed
10. No purpose of travel selected

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location (city and state) input for in-state and out-of-state destinations
when the M&IE expense type is selected.

18.