Travel
Certificate in University Financial Management

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Office of Finance

2024 edition

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Overview

Today we will review...

- 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

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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
    - Any exception must be requested/approved IN ADVANCE by Director or Procurement Services or Designee
- Travel Expense Accounts are open to the public and available for public review
- **Want to travel?** Make sure your supervisor approves before you plan!
  - *Complete Travel Registry!*
  - Formal Pre-Approval required for *all* International Travel
  - Approval of travel-related documents required - Travelers may *NOT* approve their own travel-related documents!

University Travel Website

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

BIG BLUE TEAM – Sharon Kelly slkelly@odu.edu		
Academic Skills Development	Auxiliary Enterprises	Budget Office
Computer Services	Construct & Procure Services	Counseling Services

Travel Processing Teams

Traveler's Checklist?

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

Supervisor Approves → GO ON YOUR TRIP! → File Reimburse-ment → Pay back amt. Advances, Card Balances, etc. on-line

- International? Formal Pre-Approval Process
- Keep your receipts!

Terminology

- Base Point
- Official Station
- Commuting Distance vs. Commuting Mileage vs. Commuting Status
- Travel Routing
- Travel Status
- Trip
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M&IE Per Diem

Rate Table
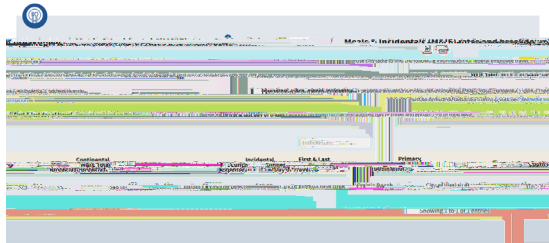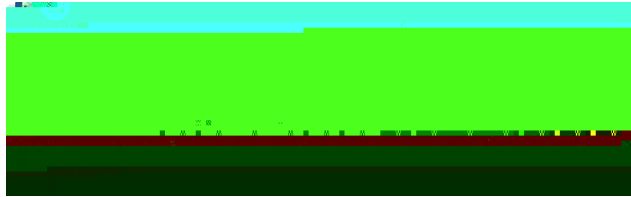
- Provides **individual** lodging & meal reimbursement amounts
- Determines **maximum** meal reimbursement amounts for official business meals
  - Also – no cost meal subtraction for meals provided at no cost during an overnight travel period
- Rates vary depending on destination (in- vs.-out-of-state, international travel, etc.)
  - Time of year of travel may also affect rate
- Departments may chose to reimburse at actual cost, though you may not exceed the allowable meal amount
- **What about the first and last travel days?**
 - Receive **75% reimbursement** for those days

http://www.odu.edu/facultystaff/university-business/travel/per-diem

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Payment Methods

1. **Corporate Travel Card:**
   - Reimbursed after travel completed
     - Provide type and Last 4 of CC!

2. **eVA PO:**
   - No reimbursement to individual
     - Don't forget to include PO# on Invoice! Otherwise payment becomes responsibility of traveler

3. **PCard:**
   - No reimbursement to individual
     - Only used for rail/air/bus fare and conference registration
   - Be sure to have the travel restriction lifted before travel/use!

4. **Personal Credit Card:**
   - Reimbursed after travel completed
     - Provide type and Last 4 of CC! Also include written explanation

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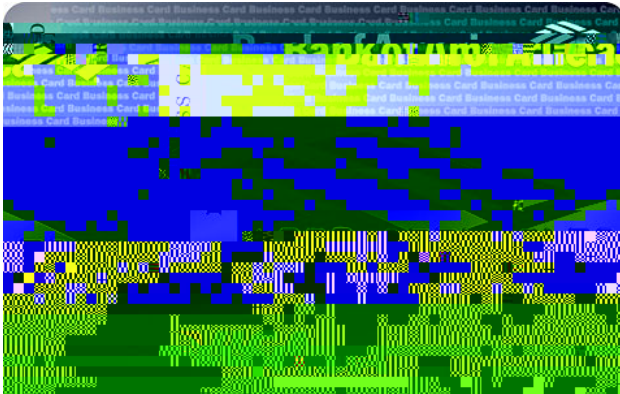
Corporate Travel Card

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

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What is a Corporate Travel Card?
- 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

Eligibility:
- Full- & Part-time Faculty & Staff who travel on University Business
  - Must travel more than twice in 1 year to be eligible
- *Students Ineligible!*

How to Acquire:
1. *Corporate Travel Card Application*
2. After approval, card sent to cardholder's home address
3. *Employee Agreement* to be completed
   - Done every 3 years or if new card issued; must also be signed by supervisor
4. Annual Cardholder Training required by Commonwealth of Virginia
   - Due by 5/31 each year

Credit Limits?

Credit Score determines Credit Limit on card

- 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? Contact Program Administrator to submit request to DOA

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
  - NOTE: reimbursement not available until return from travel and requests submitted
- **NO PERSONAL CHARGES!**
  - Personal expenses that cannot reasonably be separated from reimbursable expenses may be charged…but not reimbursed.
- 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 **EMPLOYEE** should return the card!
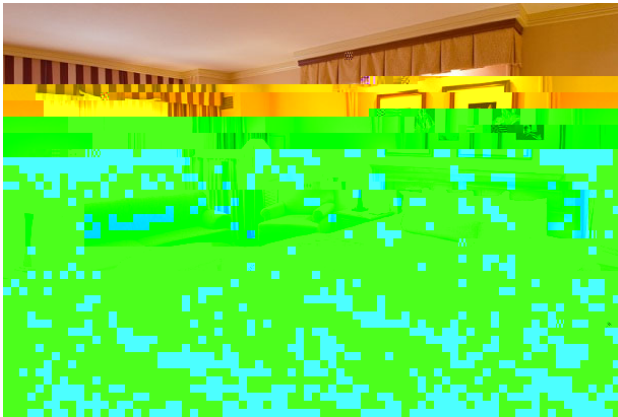- Noncompliance = Revocation

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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
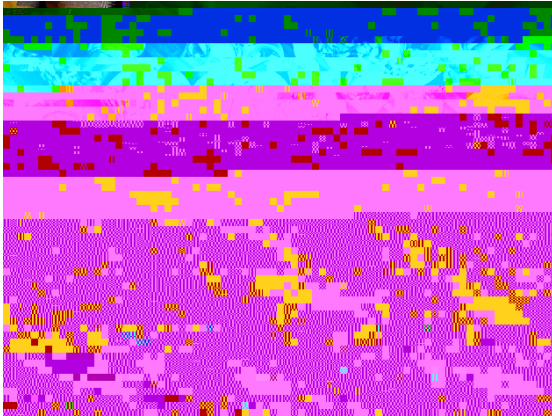- Business Telephone Calls, Telegrams, Internet

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

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- Rates for Lodging determined by *physical* location
  - **M&IE Lodging Per Diem Table**
    - Rates available for both in-state and out-of-state
    - Table contains daily [maximum] breakdown for Meals & Incidental Expenses, *excluding taxes/surcharges*
- **Government Rates must always be requested!**
- All expenditures must be necessary & reasonable…therefore **economy** class must be first choice
- Reimbursement is available **AFTER** the trip via

Meals

General Meal Rules – **M&IE Rate Table!**, Conferences/Trainings Meal Details, Business Meals

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

No exceptions to M&IE per diem rates for overnight travel!
- Meals/Incidental Expenses are only reimbursable for

What is a No Cost Meal?

- 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
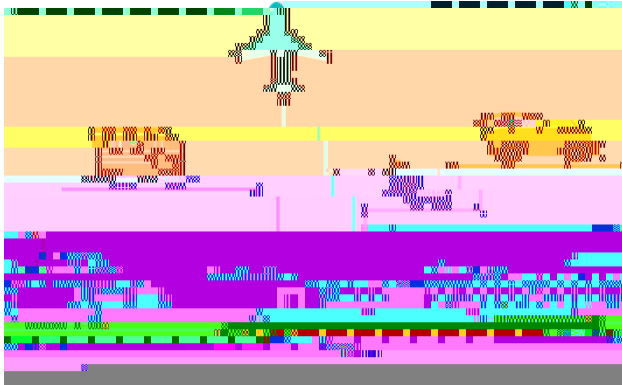
Vehicles & Transportation

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

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

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1. Rental Car
2. Personal Vehicle

Rental Cars:

- ODU Contract – **Enterprise Rent-a-Car (XZ21ODU) or Hertz Rental ()**
  - Questions? Contact Procurement Services
  - Find a less expensive option? May be granted exception.
- Reimbursed for fuel expenses
- Usually after arriving at destination orVT5(?)-1.9(i)-12.2(er)e.(2.9(.6.4(Tf.007 -1.4wgq5 er G( )12.6(at de

Rental Cars

- **PREFERRED**! – Use ODU Account Number: *XZ21ODU for Enterprise* or __ *for Hertz* when renting car!
- Used for official business use only
- No add-on features allowed! (i.e.: add-on GPS)
  - **Insurance Coverage?**
    - ODU Employees – **DECLINE!** Employee to provide *Proof of Insurance*, provided by Risk Management Office and obtained prior to travel!
    - Consultants/Non-State Employees – must **ACCEPT** Liability & Collision Damage Waiver Insurance (not covered by state's insurance coverage, but will be reimbursed within limits)

Reimbursement Reminders:
- Note type of vehicle used on reimbursement request
- Reimbursed for actual expenses if you provide
  - **Original** receipts for rental and gas/oil; type of CC and last 4 digits used; copy of all Rental Forms
- *Driving a State Vehicle?*
  - Provide make, model, license plate number, and any/all gasoline receipts for fuel reimbursement requests

Reporting Accidents:
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 must be run and submitted with reimbursement request to justify!
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Cost Benefit Analysis

Conferences, Conventions, Seminars, Trainings

Traveling with more than 3 employees to a single destination?

- Advanced Approval required; must also certify Business Necessity
  - Maintained in departmental files for audit purposes

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

All International Travel requires written preapproval!

- Recommend approval obtained **at least 30 days in advance of travel**
- Done via *Chrome River Pre-Approval Request*
    - May be done via paper request – *Consolidated Travel Form "Travel Estimate" Tab* (students without CR access only!) – allows users to estimate total cost and therefore gain approval
    - What is *Total Cost*? Lodging, Meals, Transportation, Conference Registration, Other costs
- Must be approved in advance by **Provost/VP of Academic Affairs**
- 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 Requests, When & How travelers receive their money, Reimbursement for non-ODU Employees & Independent Contractors
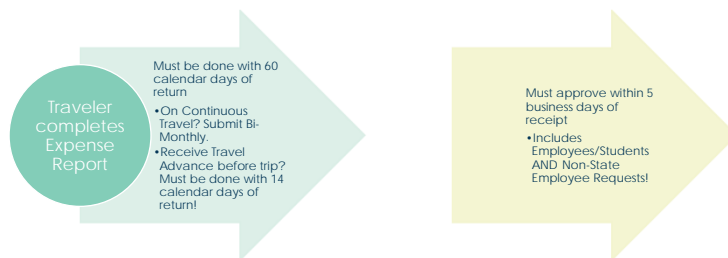
http://www.odu.edu/facultystaff/university-business/travel/filing-reimbursements

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Reimbursements & Submission Deadlines

Travel First…$$$ Later!

All claims for reimbursement of travel expenses incurred while conducting official business for the Commonwealth must be submitted via the automated Chrome River system.

- *Chrome River Expense Report* used to declare expenses incurred during travel – initiates reimbursement process
  - Pre-Approval Request also available in CR for International Travel

Traveler completes Expense Report

Must be done with 60 calendar days of return
- On Continuous Travel? Submit Bi-Monthly.
- Receive Travel Advance before trip? Must be done with 14 calendar days of return!

Must approve within 5 business days of receipt
- Includes Employees/Students AND Non-State Employee Requests!

Chrome River

- Automated Travel Management Tool – training available, Contact your Travel Team Processor!
  - Faster, More Efficient, the only way for employees to be reimbursed, pre-approved, request advances, etc.!
  - 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

Questions?
- Issues with CR – Select "Help" in CR, or contact travel@odu.edu
- Questions about Travel Regulations – contact Travel Team Processor
- How to Login – www.odu.edu/chromeriver, use MIDAS credentials

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Direct Deposit of Travel Reimbursements

Electronic Travel Reimbursements – the ODU way

Made through Direct Deposit

- Employee must ensure correct Direct Deposit Information is provided
  - *Where to complete?* Banner Self-Service – Direct Deposit Process
  - Exceptions? Students, Visitors, Non-Employees – all receive **check** reimbursement

No Direct Deposit info on File?

- Chrome River Error Message – delayed reimbursement
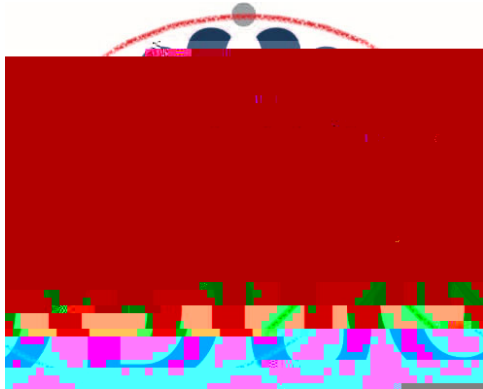- Complete it electronically for real-time updates ANYWHERE!

Banking Changes?

- *YOUR* responsibility to update your Direct Deposit Information in the system!

How are Students Reimbursed then?

- Students use the *Consolidated Travel Form* if they do not have a CR Account – most students should have CR setup instead of using paper process!
  - *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
    - We must have COV Sub W-9 on File: mail to Office of Finance – AP Linda Wallace
2. Then setup in Chrome River to receive reimbursements

- **Interview Candidates, Athletic Recruits, Guest Lectures, and Others?**
    - *Lodging* Expenditures **direct-billed** 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!
    - Abide by Contractual Terms if exists
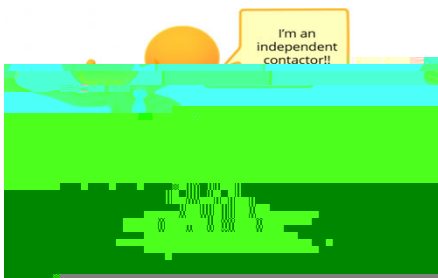
Independent Contractors?

- Generally not reimbursed from travel expenses in the same fashion
- **Rather – travel expenses should be part of the**

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!

Grant/Contract silent on terms?

- You are governed by Commonwealth Guidelines

Splitting between Commonwealth and Grant/Contract Funding?

- 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?
    - **ODU (*read: The Commonwealth*) Accrues ALL!**
    - They may only be used to benefit ODU – NOT for personal use!
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Did you…

- ✓ Submit an incomplete or inaccurate form?
- ✓ Try to approve your own request?
- ✓ Claim reimbursement for someone else's expenses?
  - ➢ If so, provide their name, ID, and justification!
- ✓ 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?

REMEMBER:
- ▪ 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

- ▪ **Hotel/Lodging Bills**
  - ▪ ITEMIZED, Zero-Balance, Provide any supporting info/receipts too!
- ▪ **Rental Car Payment Receipt AND Rental Agreement**
  - ▪ KEEP ALL *GASOLINE EXPENSE RECEIPTS* AS WELL FOR FULL REIMBURSEMENT!
- ▪ **Toll 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
- **KEEP EVERY RECEIPT!** Just cuz…
  - *Pay for your OWN stuff ONLY!*
  - Itemized receipts are key
  - Mark type/last 4 of card on each receipt
- Review & Remember allowable vs. disallowed expenses!
- Check, double-check, and triple-check the M&IE Table Rates!
- Plan ahead and **well** in advance
- Get to know your Travel Processor ☺
  - Also – attend a hands-on, one-on-one Chrome River Training with your 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
  - If not and still tight on funds, request a Travel Advance!
- Use the Guides & Resources found on the Procurement website
- When in doubt…ASK!

Contacts

AP Travel Contacts		
Accounts Payable Manager	Monique Johnson-Dowe	m7johnso@odu.edu 683.4813
AP Travel Supervisor	Melissa Snowden	msnowden@odu.edu 683.5020
AP Travel Processor – Lion Team	Erica Paredes	eparedes@odu.edu 683.6831
AP Travel Processor – Big Blue	Sharon Kelly	slkelly@odu.edu

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

5103 – Registration Fees

6203 – Gas (rental vehicles only)

7102 – Travel, Personal Vehicles – *not* associated with educational training

7103 – Travel, Public Carriers – *not* associated with educational training

7105 – Travel, Subsistence/Lodging – *not* associated with educational training

7107 – Travel, Meal Reimbursements – *not* reportable – use for business & overtime meals

7109 – Employee Training – Transportation, Taxis, Tolls, Lodging, Meals, Personal Vehicle Mileage

7111 – Student Internship Supervision
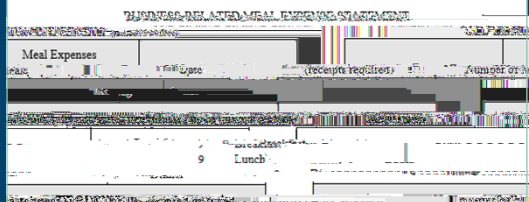
Athletic-Specific Travel Codes

7202 – Team Transportation

7203 – Team Lodging

7204 – Team Meals/Group

7205 – Recruiting Transportation

7206 – Recruiting Lodging

7207 – Recruiting Meals/Group

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Corporate Travel Card Application & Agreement

Business Related Meal Expense Form

<u>TERMINOLOGY</u>

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Form Submission Chart (not all inclusive of requirements)

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