

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances (Students)

Proc #: 6-719

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE:

1. Travel advances should be limited to the minimum amount necessary for out of pocket expenses.
2. Travel advances will not be processed for less than \$25.
3. Amounts for hotel accommodations, airfare, and registration fees will be advanced only if there is insufficient time to process a prepayment purchase order.
4. A student must submit a new Expense Report to request a Travel Advance in Chrome River at least 2 weeks prior to the trip.

Submitting Travel Advance Reports in Chrome River

5. Steps to submit the request for a Travel Advance:

Click on *Access Chrome River Travel System* at
<http://www.odu.edu/facultystaff/university-business/travel>

Click on + New from the Dashboard

Select New Expense Report

Complete the following information in the Expense Header section:

- a. Report Name Must be a unique name (*i.e.*, *Event Name/Location/Date*)
- b. Pay Me In U.S. Dollars will automatically default
- c. Start Date Beginning date of event
- d. End Date Event ending date
- e. Travel Type select Domestic U.S. or International, as applicable
- f. Purpose select the appropriate reason shown in the list by clicking on the drop-

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6. Use the "Request for Student Travel Advance Form" to request travel advances for students. Complete the following information:

- a. Part A General Information
 - Date
 - Department Name
 - Organization Budget Code
 - Student Name
 - Student UIN
 - Student Departmental Mailing Address
 - Student Phone Number
- b. Part B Travel/Expenditure Description
 - Description (taxi, meals, parking, etc.)
 - Amount Required
 - Supplemental Information/Justification
 - Total and Net Advance Request
- c. Part C Department Certification/Approval
 - Signature of Student Traveler
 - Date form signed
- d. Part D - Departmental Approval
 - Printed Name of Budget Unit Director
 - Signature of Budget Unit Director
 - Date form signed
- e. Submit the completed Request for Student Travel Advance Form to AP for processing. Also, attach an approved copy of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval form, if traveling out of the country.

7. Stude

- To use University funds only for approved student travel
- To ensure that all charges made are reasonable and required
- To ensure that all charges are made in accordance with State Travel Regulations
- To repay any funds not used within fourteen days after travel is completed
- To report all costs on an Expense Report and to provide all required receipts.

