

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Advances Employees

Proc #: 6-718

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Click on the Travel Advance button under the Add Expense column  
Complete the following information on the Travel Advance request

- a. Pay Date Input the date the funds are required, approximately 3-5 days before the trip
- b. Amount The system will automatically calculate the amount
- c. Input the amount requested in whole dollars for the following categories, as applicable:  
*Transportation, Lodging, Meals, Registration fees, Training and Other*
- d. Payment Method Employees should select Direct Deposit. An explanation will be required if selecting Check.
- e. Comments Include any additional conference or trip details
- f. Receipt/Docs Attached Attach conference agenda, transportation, lodging, registration or training details, confirmations, price quotes or cost estimates
- g. Allocation The cash advance fund 015001 will automatically default so the drop-down menu cannot be selected.  
Select the appropriate code for the advance in the second field.

0274 Employee Advance

0279 Student Advance

Type the department budget code in the third field.

- h. Attachments Click on Add Attachments to attach receipts

Select upload attachments OR

Drag and drop the image to upload

- i. Responses must be provided for any error messages displayed which are identified with a red triangle.
- j. ~~C. R. R. D. F. Rehich~~

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