

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Terms and Definitions

Proc #: 6-701

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**A. PURPOSE**

The purpose of this procedure is to provide a reference list regarding travel terms and definitions.

**B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)**

Individual travelers  
Budget Unit Directors  
Office of Finance

**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  
Hotel Zero Balance Receipt  
Misc. Receipts

**E. GOVERNING POLICIES AND PROCEDURES**

CAPP Section 20335 – “Travel Regulations” - most recent effective date  
University Policies #1051 – Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses  
Office of Finance Policies and Procedures

**F. CROSS REFERENCE TO OTHER PROCEDURES**

CAPP Topic # 20310, “Expenditures”  
CAPP Topic # 20315, “Prompt Payment”  
CAPP Topic # 20336, “Agency Travel Processing”  
U.S. General Services Administration (GSA) CONUS and OCONUS Rates  
ODU Training Materials  
Chrome River Training Guide

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APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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7. **Expense Report.** An Expense Report is prepared in the automated Chrome River system to request reimbursement of expenses incurred by an individual while traveling on official State business. All original travel documentation for reimbursements processed in Chrome River must be scanned and attached to the document, and should be centrally maintained in a department file.

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**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.