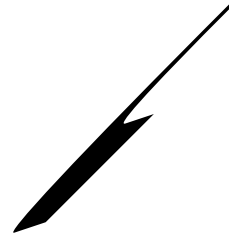


OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL



TITLE: Travel Outside the United States

Proc #: 6-714

A. PURPOSE

Travel outside the boundaries of the United States and its territories requires PRIOR written approval of the appropriate Vice President and the Provost or President. The purpose of this procedure is to provide needed guidance to University employees for international travel.

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
Business Related Meal Expense State0 g0 se

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

REVISED 4/2018

PAGE NO: 1

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purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States (refer to GSA OCONUS rates). The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

https://aoprals.state.gov/web920/per_diem.asp

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

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.