

**OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL**

Title: Traveler's Checklist Procedure

Procedure: 6-702

Office of Finance – Accounts Payable

H. Involvement External to ODU

N/A

I. Overview

Travelers are responsible for understanding and complying with *all* Commonwealth of Virginia and Old Dominion University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud. Travelers can use the Traveler's Checklist for Overnight Travel to supplement the policies and procedures contained on the Office of Finance web site.

J. Description of Checklist

The checklist is a one-page document that can be used by travelers as a supplement to the complete travel policies and procedures. It contains:

- Actions and forms that need to be completed PRIOR to travel
- Actions required while in overnight business travel status
- Actions required after overnight business travel is completed

The checklist does not need to be attached to the Expense Report. The checklist can be found on the Office of Finance website under Accounts Payable Travel Guidelines.

K. Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally stored in the Office of Finance's Records Management System. Records retention is 7 years from the date of the transaction.