



OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Conferences – Registration Fees

Proc #: 6-711

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**H. INVOLVEMENT EXTERNAL TO ODU**

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

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travel is completed. Refer to step 5 shown above for information required when seeking reimbursement.

7. Receipts are required for reimbursement. Do NOT seek reimbursement for items paid via purchase order, Authorization for Purchase, or the PCard, since these charges have been paid directly to a vendor and are *not* expenses reimbursable to an employee. The receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number.

**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.