

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 AdvanceType 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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