

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Travel Credits

Proc #: 6-717

H. INVOLVEMENT EXTERNAL TO ODU

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

I. PROCEDURE: 205 51MCID 4>> BDC q .00000912 0 612 792 re W* n BT /F2 11.04 Tf 1717

1. Travel credits are not to be used for services (i.e., airline, car rental agencies, motels, etc.) by individuals for whatever reason accrue to the Commonwealth (the University).