

Office of Financial and Administrative Services | LFCC

Travel Steps Checklist

The following checklist provides information to College faculty, staff, and students on the planning requirements for state business travel. For more information on state travel regulations and procedures, please visit the State travel website at

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf.

Day Trips outside of service region:

Pre-Travel:

1. For meetings and conferences involving more than one employee, only one state vehicle will be assigned and carpooling will be expected. If an individual chooses to use their personal vehicle instead, they may be reimbursed at the lower mileage rate. Complete State Vehicle Request form posted on the intranet or arrange alternative transportation. Submit form to College vehicle coordinator at least four days prior to travel. Out of state travel will require the use of an Enterprise rental vehicle.
2. Prior to travel, follow up on vehicle request with the College vehicle coordinator. If no College vehicle is available, use trip calculator at www.dgs.virginia.gov/fleet.aspx to determine whether personal vehicle or rental vehicle is most economical transportation. If an Enterprise rental vehicle is needed, the College buyer can arrange for payments by the College and provide a gas card to use with the vehicle. Otherwise personal vehicle use will be reimbursed at the lower rate designated by the state.
3. Complete application to travel.
4. Obtain all required approvals.
5. If a registration fee is to be paid by the business office, ensure proper notation is made on the application to travel and attach registration information. NOTE: State regulations do not allow payment of registrations more than 90 days in advance of the event.
6. Supervisors forward approved applications to travel to the business office.

Post Travel:

1. Complete travel reimbursement request form.
2. Attach printout from trip calculator analysis if applicable.
3. Attach original receipts for parking, tolls, etc. over \$10.00.
4. Attach original receipts for registration fees paid at destination.
5. Ensure address, and other information is correct and sign and date the travel reimbursement form. Social security numbers are not required on travel reimbursement forms.
6. Forward completed travel reimbursement form to supervisor for approval.
7. Supervisors should forward approved travel reimbursement forms to the business office.

Overnight Travel:

Pre-Travel:

1. For meetings and conferences involving more than one employee, only one state vehicle will be assigned and carpooling will be expected. If an individual chooses to use their personal vehicle instead, they may be reimbursed at the lower mileage rate. Complete State Vehicle Request form posted on the intranet or arrange alternative transportation. Submit form to College vehicle coordinator at least four days prior to travel. Out of state travel will require the use of an Enterprise rental vehicle.
2. Follow up on vehicle request. If no College vehicle is available, use trip calculator at www.dgs.virginia.gov/fleet.aspx to determine whether personal vehicle or rental vehicle is most economical transportation to receive the higher mileage reimbursement. Otherwise personal vehicle use will be reimbursed at the lower rate designated by the state.
3. Complete application to travel. This is required for all overnight travel.
4. Obtain all required approvals including lodging rate exception if applicable. Supervisors must approve travel requests. For lodging over the standard rate, justification must be attached to the Application to Travel and the unit vice president must approve the exception on the application to travel. Unit vice

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presidents must also approve any travel over \$500 or out-of-state. Lodging over 150% of guidelines must be approved by the Department of Accounts in advance. Lodging guidelines for various state and national destinations can be found at the Commonwealth of Virginia Per Diem website at (<http://itde.vccs.edu/services/perdiem/>).

5. If business office is to pay registration fee, ensure proper notation is made on application to travel and attach registration information. Departmental charge cards may also be used for payment of registration fees. NOTE: State regulations do not allow payment of registrations more than 90 days in advance of the event.
6. Forward approved application to travel to business office.
7. Make lodging reservations using personal charge card or LFCC issued travel card; ensure lodging rates are within guidelines or within the allowable exception rate if such rate has been properly approved. Advance payments on lodging must be supported by a vendor invoice, can be for no more than one night, and cannot be made more than ninety days in advance.

Post Travel:

1. Complete travel reimbursement form ensuring each day's expenses are reported on a separate line.
2. Mileage should be computed in accordance with rates posted at the state website shown above.
3. Per diem should be computed in accordance with rates posted at the state website indicated above. Also, see <http://tde.jccs.edu/services/perdiem> for supplementary assistance.
4. Attach original receipts for parking, tolls, etc. over \$10.00.
5. Attach original lodging receipt. Receipt should show the amount paid and a zero balance.
6. Attach receipts for public transportation not paid by the College if applicable.
7. Attach original receipt for registration fees not paid by the College if applicable.
8. Ensure address, and other information is correct and sign and date the travel reimbursement form. Social security numbers are not required on travel reimbursement forms.
9. Forward completed travel reimbursement form to supervisor for approval.
10. Supervisors should forward approved travel reimbursement forms to the business office.

REQUIRED DOCUMENTATION

In addition to the documentation requirements listed under Travel Reimbursement Requirements in Section 20335, State Travel Regulations of the CAAP Manual, the College requires a conference agenda or schedule when reimbursement for conference travel is requested.

APPROVALS

An Application to Travel form must be completed for ALL overnight travel. Travel to the Middletown Campus, Fauquier Campus, Middletown Courts, and the Luray-Page County Center does not require an Application to Travel. An Application to Travel is not required for supervisor-approved day travel within the LFCC service region. Travelers should contact the business office if there is a question on whether the Application to Travel is required. The Application to Travel, when necessary, must be approved by the employee's supervisor and by the appropriate Cabinet Member if travel is expected to be \$500 or greater.

PUBLIC TRANSPORTATION

All public transportation tickets should be purchased through the Purchasing Office. Travelers must retain boarding passes for submission with their travel voucher. Any unused portions of tickets should be returned to the Purchasing Officer so that LFCC can request credit. For travelers who purchase public transportation tickets independently, reimbursement will be limited to the used portion of tickets, and boarding passes are required.

Points of contact

State Vehicles:	Seretha Judy (MC), Cindy D'Ambro (FC)
Application to Travel/Travel Reimbursements:	Cindy Fauver