



Travel Policy and Forms

For ALL employees who travel on
behalf of VSCC



Where To Find Policies & Forms

- VSCC Home Page
- Select “Employees” tab from Drop down menu (Located at top-left of page)
- Select link titled “Travel” under Employees Section
- Checklist & Guides, Policies, Forms & FAQ’s



My Vol State

eLearn

Library

You Belong Here

Registration is open

REGISTER TODAY

NEW STUDENTS APPLICATION

APPLY

REQUEST INFO

VISIT

DASHBOARD

www.volstate.edu

- ADMISSIONS +
- ACADEMICS +
- CAMPUS LIFE +
- FINANCIAL +

APPLY

Quick Links

- MY VOL STATE
- ELEARN
- LIBRARY
- PROGRAM SEARCH
- DIRECTORY
- GIVE
- STUDENTS
- EMPLOYEES**
- WORKFORCE TRAINING



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- [Academic Catalog](#)
- [Academic Misconduct Form](#)
- [Accessibility](#)
- [Adjunct Faculty Term/Payroll Schedule](#)
- [Class Schedule](#)
- **Curriculum Resources**
 - [Curriculog Access \(Curriculum Proposals\)](#)
 - [Curriculum Forms/Processes](#)
- [Course Evaluations & Surveys - Faculty Instructions](#)
- [Student Concern Form](#)
- [Student Handbook](#)
- [Study Abroad](#)
- [Teaching and Learning Center](#)

Employees

- [Directory](#)
- [Discounts](#)
- [Email Signature](#)
- [Employee Handbook](#)
- [Events Calendar](#)
 - [Submit an Event](#)
- [Knowledge Base](#)
- [Organizational Chart](#)
- [Parking Decals](#)
- [Payroll](#)
- [Policies](#)
- [Student Concern](#)
- [Travel](#)

Tools

- [A-Z Index](#)
- [Astra Schedule](#) (Room/Event Scheduling)
- [Dynamic Forms](#)
- [Email](#)
- [Genio](#) (formerly Glean)
- [Institutional Effectiveness Plans](#)
- [Microsoft Office 365](#)
- [Music Performance Request Form](#)
- [Pioneer Purchase](#)
- **Service Request**
 - [eLearn Service Request](#)
 - [Marketing/Promotional Material](#)
 - [Plant Operations \(Maintenance\)](#)
 - [Information Technology \(IT\)](#)
 - [Web Support](#)
- [Zoom](#)

Councils & Committees

- [Committees](#)
- [President's Cabinet/Leadership Team](#)
- [Faculty Council](#)

- [Admissions](#)
- [Advising](#)
- [Business and Finance](#)
- [Business Office](#)
- [Campus Police](#)
- [Distance Learning](#)
- [Financial Aid](#)
- [Foundation](#)
- [Grants Management](#)
- [Human Resources](#)
- [Information Technology \(IT\)](#)
- [International Education](#)
- [Internal Audit](#)
- [Learning Commons](#)
- [Library](#)
- [Marketing, Communications, and Media Services](#)
- [Plant Operations](#)
- [Purchasing and Contracts](#)
- [Records & Registration](#)
- [Research, Assessment, and Special Initiatives](#)
- [Student Services](#)
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- [Workforce and Economic Development](#)

News & Events

- [Blog](#)
- [Events Calendar](#)
- [News](#)
- [The Settler Online](#) - Student Newspaper



Travel

Anyone who will be requesting reimbursement for travel-related expenses must have an approved Travel Authorization on file prior to the date(s) of travel. A travel authorization is required for any travel that requires registration fees, airline tickets, or overnight stays in a hotel. The travel authorization must include all estimated expenses for each trip. All out-of-state and out-of-country travel must be approved by the President of the College.

Documentation regarding all expected travel-related expenses will be attached along with the travel authorization, i.e., per diem rates, conference information, transportation costs, etc. Please remember that the authorization is an estimate of total expenses.

Reimbursement of expenses will only take place after travel has taken place, and both a [Travel Authorization Form](#) and a [Travel Expense Form](#) have been submitted (Including the attachment of all outstanding receipts/documentation) and approved.

Checklists & Guides

- [Faculty & Staff Travel](#)
- [Student Group Travel](#)
- [Submitting Travel Expense Claims with Adobe Sign](#)
- [Travel Expense Claim Form Template](#)
- [Viewing Budget Information in Self Service Banner](#)
- [Viewing Travel Instruction Guide](#)

Policies

See the following policies for detailed information regarding travel.

- [Athletic and Group Travel Policy](#)
- [TBR General Travel Policy](#)
- [GSA Per Diem Rates](#)



General Travel Requirements

1. **When to Complete a Travel Authorization** - Prior Authorization is required in advance of any travel.
***Exception: routine in-state mileage, which does not include overnight travel or conference registration fees, requires your supervisor's approval only.**
***Virtual conferences are not considered travel, use account 74830, training costs for employees, upon supervisor approval to attend conference.**
2. **Before Travel** – Travel that includes conference fees and/or overnight stay: Complete a Travel Authorization Form and obtain all appropriate signatures, attach supporting documentation. Also, please ensure that all travelers provide a copy of the VSCC Sales Tax Exemption Form to all In-State hotels upon check-in.
3. **After Travel** – Complete a Travel Expense Claim and attach supporting documentation.



Prior Authorization Before Travel

- Prior Authorization is required in advance of any travel (exception: in-state mileage only & virtual conferences)
- Complete a Travel Authorization form found on the VSCC webpage in the Travel Tab.
- Utilize the travel checklist found on the VSCC webpage in the Travel Tab.
- Attach all supporting documentation when submitting travel authorization.
- Once approved you will receive an email from Business and Finance to proceed with travel arrangements.

DO NOT BOOK ANY TRAVEL UNTIL TRAVEL AUTHORIZATION APPROVAL EMAIL IS RECEIVED



Travel Expense Claim After Travel

- Complete a Travel Expense Claim form found on the VSCC webpage under the Travel Tab.
- All claims must meet policy requirements for reimbursement.
- Supporting documentation for each expense and itemized receipts for lodging must be included.
- The amount on the claim should match the amount on the supporting documents and receipts.
- All signatures must be obtained and submitted within 30 days after completion of travel.



Supporting Documents for Mileage Reimbursement

- Google Maps or MapQuest using lowest mileage amount to and from the destination, regardless of route taken. Attach directions with mileage (no map needed)
- Commute Miles: Attach directions of your commute miles to your duty station, if you are leaving or returning to or from a destination other than your duty station. Enter in commute miles field on expense claim. No deduction needed for overnight travel.
- Enter the starting location address and final destination address for each day of your trip. Include all stops for each day.



Other Supporting Documents

- **Itemized Hotel Receipts**
(State of TN should not charge sales tax, supply tax exempt form)
- **TBR-In State Per Diem Rates**
(for meals/hotels)
- **GSA-Out of State Per Diem Rates**
(for meals/hotels)
- **Itemized Airfare Receipts**
- **Parking Receipts**
- **Uber/Lyft/Taxi Receipts**
(tips are not reimbursable, remove from total)



Need Help?

- You may contact any of the following to help with questions, assist in obtaining travel authorization, and completing a travel expense claim.
- ernest.beasley@volstate.edu / Ph:3561
- kimberly.butler@volstate.edu / Ph: 4745
- kim.jacobson@volstate.edu / Ph: 3586