



Travel Policy and Forms

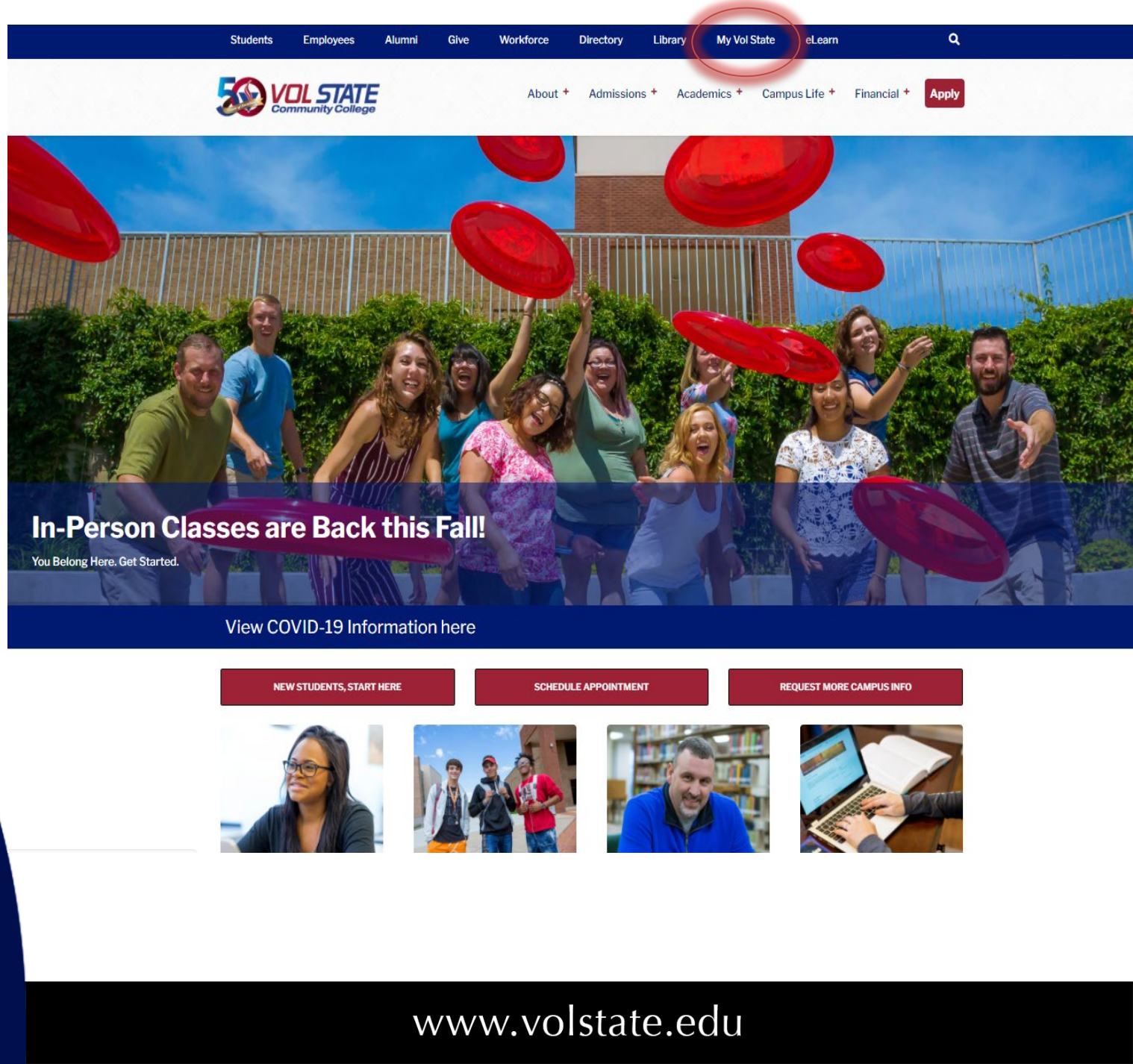
For employees who will travel on
behalf of VSCC



































8/5/2021



Where To Find Policies & Forms

- VSCC Home Page
- My Vol State (sign in)
- Employee Information Website
- Employees
- Travel
- Checklists, Policies, Forms & FAQ's



									
Action Items	Adobe	Advising & Registration	Argos/FormFusion/Intellec...	Banner Admin Pages	BDM Web Access	Buy Textbooks	College Catalog	Degree Works	Dynamic Forms
									
E-Mail	Employee Forms	Employee Information Websi...	ePay - Payment Gateway	ePrint	Faculty - Presidential Se...	Faculty Services	Grammarly	IT	Office 365
									
Online Classes	Pioneer Purchase	Plant Operations Request	Self-Service Banner	Staff - Presidential Sear...	Student Forms	Student Information Websi...	TBR Connector (Cornerston...	TEST Application Systems	Thigpen Library
									
via by Watermark	Virtual EMS	Watermark Insights	Zoom						

Employee Home

Home

SEARCH

ENHANCED BY Google



CAMPUS

Home

Academic Calendar

The Well

EMPLOYEE

Forms

Campus Calendar

Required Training

Travel

volstate.edu News

Athletics

The Settler Online

Virtual Communities



Academic Catalog



Text Alerts

Academics

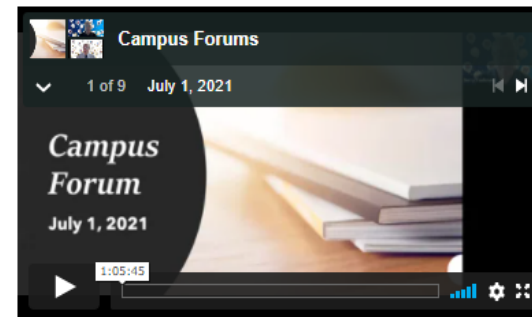
- [Accessibility](#)
- [Adjunct and Full-time Faculty Training](#)
- [Adjunct Faculty Handbook](#)
- [Adjunct Faculty Term/Payroll Schedule](#)
- [Adjunct Best Practices](#)
- [Class Schedule](#)
- [Course Crosswalk 2018](#)
- [Faculty Handbook](#)
- [Service Learning](#)
- [Student Handbook](#)

Employees

- [Campus Forum](#)
- [Directory](#)
- [Discounts](#)
- [Email Signature](#)
- [Events Calendar](#)
- [Submit an Event](#)
- [Insider Newsletter](#)
- [Knowledge Base](#)
- [Organizational Chart](#)
- [Parking Decals](#)
- [Payroll](#)
- [Policies](#)
- [Travel](#)

Campus Forum

Campus Forums



Previous forums can be viewed here.

Safety

MSDSonline

— a VelocityEHS solution —

[Material Safety Data Sheet \(MSDS\)](#)

COVID-19 and CARES Forms & Information

COVID-19 Updates

- [Screening Forms](#)
- [Reporting Form](#)
- [Contact Protocol](#)
- [COVID-19 FAQ](#)
- [Return To Campus Guide](#)

CARES Info

- [Emergency CARES Application](#)
- [Update Address & Phone](#)
- [Refund Information](#)

Tools

- [A-Z Index](#)
- [Curriculum](#)
- [Institutional Effectiveness Plans](#)

Service Request

- [eLearn Service Request](#)
- [Information Technology \(IT\)](#)
- [Web Support](#)



Checklist

- [In state](#)
- [Out of state](#)

Policies

See the following policies for detailed information regarding travel.

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

Forms

- [Travel Authorization Form](#)
- [Travel Expense Form](#)
- [Stop Payment Form](#)
- [Meal and Entertainment Reimbursement Form](#)

Travel FAQ

WHERE CAN I FIND TRAVEL FORMS?



WHEN IS IT PERMISSIBLE TO DRIVE INSTEAD OF FLY?





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 virtual conferences.**
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.
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 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 expense claim should match the amount on the supporting documents and receipts.
- All signatures must be obtained, and expense claim 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**
(tip 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.
- april.corkin@volstate.edu / Ph:3561
- vickie.clark@volstate.edu / Ph: 3582
- lisa.lowhorn@volstate.edu / Ph: 3586

Have a
happy
day!

