

FACULTY/STAFF TRAVEL

Submit Travel Authorization at least **1 Month** prior to date of travel

Before Traveling:

A Travel Authorization is to be completed when **any costs** are incurred for travel in addition to authorized mileage per-diem.

Submit Travel Authorization Requests via Dynamic Forms found here: [Travel | Volunteer State Community College](#)

Recommended at least 60 days prior to travel, but no later than 30 days prior.

No Money can be spent until the 'Travel Authorization' has been **approved & email confirmation received from Dynamic Forms**. Once approved, you may proceed with the following:

Conference Registration - Complete for all participants via check request or pro-card.

*****If registration is paid in one fiscal year for a conference in the upcoming fiscal year, email Business Office Accounts Payable staff. Expense will be moved to pre-paid in current fiscal year for expense to post in upcoming fiscal year. *****

Book Conference Hotel – **Please book as early as possible once the 'Approval email' has been received to prevent exceptions to the travel policy** ****If conference hotel is full, the substituted hotel must be within authorized per diem rate, according to GSA.gov. If authorized rate cannot be found, a written request must be submitted to the President to approve the non-conference hotel rate with explanation. This is required BEFORE any travel, and costs are incurred.***

(Itemized receipts are required for Travel Expense Claim Submission)**

Flights – Price comparison for multiple airlines - ALWAYS use the basic economy (lowest option) flight ****Some airlines charge extra baggage fees which should be calculated for the full cost* *early check-in fees are not allowed* ~Because flights are normally non-refundable and can only be used by the person traveling, cancelling, or not attending a conference may result in you owing money back to the college for the cost of the flight.***

******Only the dollar amount approved on the Travel Authorization will be considered on the Travel Expense Claim. If you see that prices have changed considerably, DO NOT reserve/book/pay anything until you have asked and received approval in writing. ******

After Traveling:

Submit Travel Expense Claim within 30 days of final day of travel [Travel | Volunteer State Community College](#) Include the following:

Mileage - via Google Maps (calculate to & from airport). Commute miles not deducted. Use the same mileage for both trips.

GSA Per Diem (Calculate 75% first and last day of travel – 100% all other days).

Registration Receipt (even if paid by pro-card).

Lodging Receipt – Itemized (list on travel expense claim amount per day).

Airfare Receipt (even if paid by pro-card).

Parking – Economy parking at the airport required if requesting reimbursement [Park at BNA | Nashville International Airport](#)

Taxi/Uber/Lyft Receipts (tips not reimbursable) – Some hotels offer a shuttle service at no charge. Only use economy options (no limousines etc.).

Other - Expenses which were pre-approved on the Travel Authorization request.

Vehicle Rental – **Rare** exceptions on an individual basis *****Approval Required on Travel Authorization*** Insurance cannot be purchased on rental cars. Please seek assistance by contacting Ernest Beasley, ext. 3561.

Driving vs Flying Options: Flying VS driving is influenced by distance, time, cost, and one's preference. If one chooses to drive and the round trip is 1,000 miles or more, the reimbursement may not exceed the cost of the lowest available airfare available. Estimated costs for parking and ground transportation will be included. This requirement does not apply to multiple employees riding together.

DISCLAIMER: This checklist has been created as a 'GUIDE' to assist with processing travel. Some travel may require circumstances beyond those listed above. **Always follow the Travel Policy:** <https://policies.tbr.edu/policies/general-travel>.

Questions-contact: Ernest Beasley ext. 3561, Kimberly Butler ext. 4745, or Lisa Lowhorn ext. 3586.