

## In State Travel Checklist

### Before Traveling:

- A Travel Authorization is required when **any costs** is incurred for travel other than mileage only and/or registration fees for virtual conferences/webinars (registration, hotel, etc.)  
Submit (route for signature) all Travel Authorization Requests — ***Recommended 60 days prior to travel.***  
\*Travel Authorization must include all estimated costs:  Vehicle Mileage map, text only, (personal or VSCC car)  
 Per Diem Rates,  Registration form with fees,  Conference Agenda,  Lodging Cost (if overnight),  
 Taxi/Uber/Lyft,  parking fees, etc. **\*A copy of all estimated costs must be included.\***
  
- Per Diem Calculations **only** for overnight stay – Use **TBR rates for in-state travel (not GSA rates)**.  
Refer to the General Travel Policy for the most recent rates <https://policies.tbr.edu/policies/general-travel> -  
Reference V. Meals - In-State: \*Calculate 75% first and last day of travel \*100% all other days using chart for in-state, \*Use correct tier based on county for per diem rates (see addendum, chart provides calculated amounts).
  
- Mileage via Google Maps or MapQuest (calculate from location start to destination, destination to final destination - **use lowest mileage amount for each way** - include with the authorization request).  
\*Deduct commute miles when traveling from Home to a destination, and destination back to Home.  
\*Overnight travel does not require deduction of commute miles.  
  
**\*Use the shortest distance & not the quickest route, regardless of miles driven.**
  
- No Money can be spent until the 'Travel Authorization' has been approved & email confirmation received from Business and Finance. Once approval email is received you may proceed with the travel arrangements.**
  
- Complete Conference Registration for all participants preferably using the pro-card or via check request.  
*\*\*If registration is paid in one fiscal year for a conference in the upcoming fiscal year, email Accounts Payable staff. Expense will be moved to prepaid, in current fiscal year for expense to post in upcoming fiscal year.*
  
- Book Conference Hotel stay by calling hotel directly for in-house reservations. **\*As soon as the approval email has been received book the conference hotel to prevent travel exceptions to the travel policy.\***

**\*\*Travel Exception - If conference hotel is booked a written request must be submitted to the President for approval for non-conference site with explanation. This is required BEFORE any travel and costs are incurred & before travel occurs.\*\***

### After Traveling:

- Submit Travel Expense Claim (route for signatures) **within 30 days** of final day of travel. Any claim submitted after 30 days requires an explanation and written approval by the President.
  
- Travel Claim must have an **itemized** lodging receipt, conference registration receipt and parking receipt. Please include **all back up documents & receipts** to match what is on the expense claim form.

**QUESTIONS:** April Corkin, ext.3561 [april.corkin@volstate.edu](mailto:april.corkin@volstate.edu), Vickie Clark ext.3582 [Vickie.clark@volstate.edu](mailto:Vickie.clark@volstate.edu) or Lisa Lowhorn ext. 3586 [lisa.lowhorn@volstate.edu](mailto:lisa.lowhorn@volstate.edu).

**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>