TRAVEL AND EXPENSE STANDARD OPERATING PROCEDURES OVERVIEW

This document provides a brief overview of the Travel and Expense Standard Operating Procedures. We review each expense report for compliance to CAPP Topics 20335 & 20336 and VCCS policies.

The SSC Approver queue within Chrome River may receive between 30 and 150 reports in any day. Expense reports are reviewed on a first-in-first-out (FIFO) basis. Compliant and fully documented expense reports are approved within five business days. Returned and erroneous reports will likely take longer and will continue to be worked FIFO.

Please note: SSC Travel and Expense Specialists do not have access and are not authorized to adjust any expense reports. The traveler or delegate must make all corrections and/or add attachments.

FAQs and guides are available online at www.ssc.vccs.edu.

Additional assistance is provided by the SSC Help Center at 540-591-4000, 877-340-5577, or help@ssc.vccs.edu.

The steps shown are a high-level overview and are not all-inclusive.

STEP	ACTION	PROCESS NOTES
1.0 Preview	Review for approvals in place	Appropriate agency level approvals: Supervisor, budget owner, grant owner, VP of Fin, Agency Head, etc. If discrepancy found, prepare to return Expense Report (ER).
1.1 Preview	Pre-approval (PA) applied to ER for all overnight travel and business meals.	Applicable PA Report applied to ER, and/or lack of required PA. If discrepancy found, prepare to return ER.
1.2 Preview	Compare expense types and ER total to PA total.	If ER greater than PA, adequate justification provided. If discrepancy found, prepare to return ER.
1.3 Preview	Look for company paid items	Company paid items should be marked "Company Paid" ER. If discrepancy found, prepare to return ER.
2.0 Header	Note report name, dates of travel, location and purpose.	ER should be submitted within 30 working days of travel completion. If discrepancy found, prepare to return ER.
2.1 Header	Review any comments from expense owner, delegate, and approvers.	If discrepancy found, prepare to return ER.
2.2 Header	Look for agenda. (not applicable for all travel scenarios)	Unable to verify meals per diem, hotel location, and travel reasonableness. If discrepancy found, prepare to return ER.
2.3 Header	Review other attachments.	If discrepancy found, prepare to return ER.
2.4 Header	Review dates on line items.	Expense line item dates should match the date of payment/purchase noted on receipts, exception Meals Per Diem. If discrepancy found, prepare to return ER.
3.0 Hotel	Review hotel header date, spent amount, location against receipt. Ensure expense is itemized.	Check allowable total for correct GSA location. Hotel expenses to be itemized on a daily basis by night of stay. If discrepancy found, prepare to return ER.
3.1. Room Rate	Confirm dates/amounts match receipt, higher lodging (over 100% GSA) on ER.	Route into expense owner's PA to verify higher lodging pre-approved by Agency Head or designee. If discrepancy found, prepare to return ER.
3.2 Lodging Tax/Fees	Confirm dates/amounts match receipt.	If rate adjusted for lack of preapproval, ensure correct % of taxes applied. If discrepancy found, prepare to return ER.
3.3 Parking	Confirm car was used on trip and dates match.	When receipt provided, verify dates, amounts, etc. against receipt. If discrepancy found, prepare to return ER.
3.4 WiFi	Check for justification of need, dates, amounts, and receipts.	If discrepancy found, prepare to return ER.

4.0 Meals Per Diem	Verify dates of travel correct and deducted. Confirm correct location used. Check meals provided on agenda/hotel marked as deductible.	If travel day not marked and/or if provided meal not marked but agenda/hotel says otherwise, look for comment with justification. If discrepancy found, prepare to return ER.
5.0 Transportation	Ensure receipt for mode of transportation matches dates/location of trip. Confirm amounts match. Confirm cost beneficial mode used. Confirm taxi not used for non-official business and tip does not exceed 15%.	If discrepancy found, prepare to return ER.
6.0 Mileage	If over 200 miles on trip, check for trip calculator/cost justification.	If personal mileage exceeds car rental plus gas and administrative time. If discrepancy found, prepare to return ER.
6.1 Mileage	If state /rental car un-available, check for attached supporting evidence and justification.	Still must have trip calculator to justify trip over 200 miles. If discrepancy found, prepare to return ER.
7.0 Fuel	Ensure receipt attached and dates/locations match trip. Confirm amount matches. Confirm receipt is not from a Voyager card.	Must be itemized on a daily basis for Cardinal transparency. If discrepancy found, prepare to return ER
8.0 Parking/Tolls	Confirm car was used on trip and dates match.	When receipt provided, verify dates, amounts, etc. against receipt. If discrepancy found, prepare to return ER.
9.0 Registration Fees/Dues/Etc.	Confirm dates/amounts match against receipt.	If discrepancy found, prepare to return ER.
10.0 Business Meals	Ensure proper pre-approvals, justification, attendee list, and itemized receipt attached. Confirm dates/amounts, location match against receipt	Verify amount is within allowable pre-approved guidelines. If discrepancy found, prepare to return ER.

This list was not designed to cover every scenario, but to offer a high-level overview of the Standard Operating Procedures used by SSC Travel and Expense Specialists.

Each expense report must have full documentation attached (no weblinked agendas) to ensure it is audit-ready on an individual basis.   Each report stands alone for audit purposes.