



To: All Active Chrome River Users, VPs of Finance, and Business Managers

From: Shared Services Center

Area: Travel and Expense

Reason: Policy Clarification

Date: April 11, 2018

Re: Important Notice Regarding Reimbursement Requirements for Higher Lodging Exceptions

The SSC Travel & Expense Team recently received an important notice from the VCCS Internal Audit Department, reiterating that, per CAPP Topic 20335, all higher lodging exceptions must be approved **in advance** by the respective agency head (or agency head designee), and not after travel has begun. **As a result, the SSC T&E team will no longer approve reimbursement for higher lodging expenses unless they are pre-approved by the respective agency head (or agency head designee).** However, if the agency permits and funds are available, the agency may permit higher lodging expenses to be reimbursed by Local funds.

The SSC T&E Team recommends travelers complete the following steps when a higher lodging scenario may apply for official state business travel:

- Ensure your pre-approval report is completed prior to travel
- Enter the accurate physical lodging location** within the hotel allowable total calculator
- Make good faith efforts to secure lodging within the guidelines before requesting an exception
- Provide an explanation of the circumstances to justify the lodging exception within the pre-approval report
- Include sufficient documentation (i.e., quotes for nearby lodging accommodations) showing alternative cost comparisons justifying the exceptions within the pre-approval report

**Travelers should utilize the USPS Verification Tool to obtain the accurate physical lodging location (<https://tools.usps.com/go/zip-code-lookup.htm>).

- Click "Find by Address"
- Enter the hotel's physical address in the applicable fields
- Click "Find"

If you have questions related to this update or need further assistance, please contact the VCCS SSC Help Center at 877-340-5577, or help@ssc.vccs.edu