

Subject: Travel and Expense Processing

1. Policy Statement and Purpose:

The VCCS Travel and Expense Reimbursement policy is set forth in the State Travel Regulations, CAPP topics [20335](#) and [20336](#), and the VCCS Policy Manual [Section 4.2](#). The CAPP manual does allow for more restrictive policies, which are detailed in this document along with interpretations and common practice.

All VCCS departments should communicate the travel policies to anyone who travels on official State business for the VCCS.

2. Policy:

In addition to the policies specified in section 1, the following must be understood and strictly followed by individuals travelling on official State business for the VCCS.

2.1. Pre-Approval:

Pre-approval is required regardless of amount for all **overnight** travel and business meals. Mileage only and non-employee related expense reimbursements bypass the pre-approval process. The routing of pre-approval is built into the automated Travel & Expense system and is based on minimums required by CAPP. Items requiring DOA or Cabinet Secretary approval do not route from the automated Travel & Expense system but do require the supporting documentation and their written approvals to be attached to the pre-approval.

2.2. Cash Advances:

Cash advances are **not** allowed at all colleges. The use of cash advances is discouraged and other methods such as prepayment or direct billings should be used where possible. For colleges that do allow advances, these are managed and reconciled at the college's business office. Cash advance must be local funded and unused amounts must be paid back to the college after completion of the trip. The college may take measures to recover funds through payroll or other means for unused balances not paid back timely.

2.3. Non-employee travel:

Non-employees do not have direct access to the automated Travel & Expense system; instead, the travel expenses for non-employees must be entered and approved by proxies. Non-employees should submit their travel expenses using the TERV spreadsheet or equivalent **and** any additional forms required by the college.

Contractors that charge their travel along with other services on an invoice in the normal course of business will be processed as a vendor payment through Accounts Payable and not through the Travel & Expense system.

Non-employees (except for students) and contractors are required to provide a COVA substitute W-9 for vendor setup and maintenance in the T&E and accounting systems.

Although CAPP does not explicitly require adherence to the State Travel Regulations for non-employees, colleges should take measures including adopting college specific policies if appropriate, to comply with the regulations and minimize travel costs for non-employees. Such steps may include communicating the guidelines to non-employees, centralizing travel planning, and direct billing where allowed.

2.4. Student Travel:

Colleges should adopt specific policies governing student travel and such policies should be communicated to the students and faculty and staff involved with the travel event(s). These policies should include at a minimum required forms, faculty or staff involved as sponsors or chaperones, and reimbursement limits.

The reimbursement process for student travel is the same process as “Non-employee” covered in section 2.3.

2.5. Travel on behalf of another college or State agency:

An employee traveling on behalf of another college or state agency must be reimbursed by his or her own college and then a reimbursement is required from the paying college.

2.6. Commuting Mileage:

Commuting mileage should **not** be deducted when on travel status. The location for the actual starting and ending point(s) of the trip should be entered into the “to” and “from” fields in the automated Travel & Expense system.

2.7. Local Funds for Excess Lodging and meals:

Lodging and meal reimbursements over 150% of the State guidelines can be funded with local funds at the college’s discretion. Only certain local funding sources as defined in the VCCS Policy Manual Section 4.2.2 can be used to cover excess lodging. Written justification is required and must be attached in the automated Travel & Expense system.

2.8. Expense Report:

The official form for requesting reimbursement is the Expense Report created in the VCCS approved automated Travel & Expense System. By submitting an expense report in this system the traveler is certifying the accuracy of all of the information, the legitimacy of the travel, and the appropriateness of the expenses. By approving the expense report in this system, the approver certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper.

2.9. Required documentation:

In addition to documentation required by CAPP and other sections in this document, the following are also required to be uploaded and attached in the Travel & Expense System.

- Justification letters for any exceptions to policy
- A conference agenda detailing the location, nature of the conference, and meals provided

2.10. Document Retention:

The Travel & Expense system will be the source of retention for the expense report and required receipts and other documentation. The electronic records must be retained in accordance with Library of Virginia guidelines. The travelers are encouraged to keep the paper receipts.

3. Definitions:

Employee – individuals that actively employed on a part-time or full-time basis for one of the colleges, the System Office, or the Shared Services Center.

Non-employees – individuals that travel on official State business for the VCCS but are not employees of the VCCS. These individuals are mainly students, board members, job interview candidates, or others that are closely affiliated with the VCCS.

Contractor – individuals or businesses providing goods or services to the VCCS may have circumstantial travel expenses and these expenses would normally be included as part of the invoice or contract for the goods or services.

Local Funds - funds derived from enterprise activities, contributions of local political sub-divisions, contributions of

educational foundations, student activity fees, other direct contributions to the community college or the System Office, and from interest earned on the investment of these funds.

4. References:

- [CAPP Manual – Cardinal, Topic 20335 State Travel Regulations](#)
- [CAPP Manual – Cardinal, Topic 20336 Agency Travel Processing](#)
- [CAPP Manual – Cardinal, Topic 21005 Records Retention and Disposition](#)
- [VCCS Policy Manual, Section 4.2 Accounting and Fiscal Management](#)
- [Travel Expense Reimbursement Voucher \(TERV\)](#)

5. Revision history:

- Original drafted by SSC T&E Workgroup on August 16,2016
- Revised by P2 Implementation Workgroup on August 25, 2016
- Revised by P2 Implementation Workgroup on March 20, 2017**