

# New Horizons 2019 Travel Expense Report Tips

## General Information

**Overnight travel, apply the pre-approval report to the expense report**

**Attach applicable supporting documentation** (e.g. receipts, event information, exception letters, etc.)

**Company Paid and/or Master/Direct Billed expenses** – attach supporting documentation to the report header page (e.g. registration confirmations, hotel reservations, etc.). Do not enter expense line items if documentation does not reflect the amount, date, nor form of payment.

**Be as detailed as possible within the Expense Report** (e.g. include detailed comments about the travel event)

## Meals Per Diem Tips

**Overnight travel is required** - Include hotel receipt/reservations, or name and address of place of lodging

**Location based on physical lodging location** – For lodging at the three hotel locations below, use Roanoke City, VA

**Deductions** - Travel Days, Meals provided by Event and Hotel

- Meals provided by New Horizons Conference:
  - 4/10/2019 – Lunch
  - 4/11/2019 – Breakfast, Lunch, Dinner
  - 4/12/2019 – Brunch

## Hotel Tips

**Attach itemized hotel receipt indicating payment made in full / \$0.00 balance**

**Location based on physical lodging location** – For lodging at the three hotel locations below, use Roanoke City, VA

**Itemize hotel expenses by Room Rate, Lodging Tax/Fees, Hotel-Parking on a nightly basis**

- Example: Hotel Total Amount = \$311.54; Check-in Date = 4/10 and Check-out Date = 4/12
  - 4/10 Room Rate = \$129.00
  - 4/10 Lodging Tax/Fees = \$16.77
  - 4/10 Parking = \$10.00
  - 4/11 Room Rate = \$129.00
  - 4/11 Lodging Tax/Fees = \$16.77
  - 4/11 Parking = \$10.00

**Hotel Parking** – When included on the hotel bill, itemize the parking as Hotel Parking on a daily basis.

**Room Sharing** – In the report comments field, include the name(s) of the individuals with whom the room was shared.

**Higher Lodging** – If higher lodging was not pre-approved by the Agency Head / Designee, reduce the hotel expenses to the pre-approved GSA allowable rate, **or** at the agencies' discretion, allocate higher lodging to Local funds.

- Master pre-approval on file at the SSC for following hotel locations and rates:
  - o Hampton Inn & Suites Roanoke: Conference Rate \$115, plus lodging tax
  - o SpringHill Suites by Marriott – Roanoke: Conference Rate \$115, plus lodging tax
  - o Hotel Roanoke & Conference Center: Conference Rate \$129, plus lodging tax

Note: Hotel rates exceeding the pre-approved conference rates above must be pre-approved by the respective institution Agency Head/Designee in order to be eligible for reimbursement with State funds.

# Transportation Tips

## Mileage

- **IRS Rate Reimbursement Eligibility Criteria**
  1. State car and car rental not available: Provide an explanation and attach supporting evidence
  2. Cost beneficial to use a personal vehicle: Attach a cost analysis
  3. Exception is applicable: Attach exception letter
- **Fleet Rate Reimbursement Eligibility Criteria**
  1. Personal vehicle taken as a matter of convenience
  2. IRS rate not cost beneficial
  3. Institution-specific policy requirement

## Car Rental

**Attach itemized receipt indicating payment made in full**

**For car class other than Standard, Economy, and Compact** - Provide an explanation in comments field justifying the business necessity for rental car class other than Standard, Economy, and Compact.

**Car rental insurance (e.g. CDW/LDW) and refuel agreement expenses are not eligible for reimbursement**

## Fuel

**Itemize fuel expenses by date of purchase**

**Attach receipts**

## Tolls & Parking

**Itemize tolls and parking expenses by date they were incurred**

**Itemize as (Ground Transportation) Parking, unless included with hotel bill. Then itemize as Hotel-Parking.**

**Receipts are required when expenses are greater than \$75.00 per individual instance**

## Help

SSC Help Center: 877-340-5577, 540-591-4000 or [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu)

- One-on-one assistance available
- Screen-sharing capabilities
- Hours of Operations: 8:00AM – 5:30PM, Monday – Friday (excluding holidays)

***DISCLAIMERS:** Training material, information, and policies provided by the SSC are meant for all users across the entire VCCS. This content is not intended to address every scenario or institution-specific policies and procedures. If you have institution-specific questions or concerns, please refer to your institution approvers or business office personnel.*

*This handout was designed by the Shared Services Center (SSC) to offer general tips and information as VCCS employees complete their Chrome River Pre-approval Report for the April 2019 Peer Group Conference travel. This document may not cover every scenario for this event, so employees are encouraged to contact the SSC Help Center with any additional Chrome River questions.*