

VCCA 37th Annual Conference

Travel Expense Report Tips

September 25 – 27, 2019

◆ Overnight Travelers

- ◆ Import and apply Pre-approval (PA) Report to the Expense Report (ER)
 - *If the PA Report was created and/or submitted on/after the travel start date, provide a brief explanation within the ER comments field.*
- ◆ Meals per Diem
 - Rates are based on the physical lodging location (use [zip code lookup tool](#) to determine physical location).
 - The host hotel, Sheraton Norfolk Waterside Hotel, is physically located in Norfolk City, VA (Standard Rate applies).
 - If hotel expenses were included with Registration Fee, please confirm within report comments field or attach copy of reservation.
 - Staying with Friends or Family? Please add a comment to the report stating this information. Your Meals Per Diem location is the same as the conference location (Norfolk City)
 - Deduct "Travel Days" and meals provided by the hotel and event. (Mark as deductible in Chrome River)
 - Meals included with VCCA Registration:
 - Wednesday 09/25/2019: Lunch
 - Thursday 09/26/2019: Breakfast, Lunch, and Dinner
 - Friday 09/27/2019: Breakfast
- ◆ Hotel (if separate from Registration Fee):
 - Spent amount = Amount paid less disallowed expenses (Room Service, Safe Fees, etc.).
 - Rates are based on physical lodging location (Higher lodging must be pre-approved by the agency head (or agency head designee)).
 - Itemized receipt indicating payment made in full is required.
 - Itemize Room Rate, Lodging Tax/Fees, and Hotel-Parking on a daily basis. Wi-Fi is included at Sheraton.
 - Room Sharing – Include the name(s) of the individuals with whom the room was shared.
 - Staying with Friends or Family? Please add a comment to the report stating this information.

◆ Overnight and Single Day Travelers

- ◆ Mileage
 - Use exact/full addresses for mileage accuracy. Conference site is 777 Waterside Dr, Norfolk, VA.
 - Provide justification and cost analysis if total trip mileage exceeds 200 miles and requesting higher IRS rate.
- ◆ Car Rental
 - Spent amount = Amount paid less disallowed expenses (LDW/CDW, fuel agreement charges, etc.).
 - Itemized receipt outlining charges required.
- ◆ Fuel- Car Rental/State Vehicles
 - Receipt required
 - If applicable, provide explanation for using personal funds for State Vehicle Fuel expenses.
- ◆ Tolls and Parking (if not included with hotel expense)
 - Enter expenses as Ground Transportation: Tolls and/or Ground Transportation: Parking.

◆ Public Transit/Taxi/Shuttle

- Public transit expenses are reimbursable for official business use only (to/from hotel to conference site).
- Reimbursement is not permitted for meal trips.
- Enter Base Fare and Tip within respective fields (tip cannot exceed 15% of base fare cost).

General Report Tips/FAQs

◆ Registration Fees

- Use date of payment/purchase as expense date rather than the first or last date of event.
- Full Registration (VCCA Member) = \$400; includes two-nights lodging; \$10 self-parking at hotel per night
- Full Registration (non-VCCA Member) = \$500; includes two-nights lodging; \$10 self-parking at hotel per night
- No need to itemize the hotel expenses

❖ Expense Dates

- Expense Line Item Dates = Date of Purchase/Payment (exceptions noted below),
 - **Meals per Diem** and **Mileage** line item dates = actual dates of travel (i.e. drove to conference on 09/25/2019, enter mileage line item date as 09/25/2019).
 - **Hotel Room Rate & Lodging Tax/Fees** line item dates = actual night of stay dates.

❖ Expense Itemization

- Itemize all expenses on a daily basis by expense type and date of purchase/payment for Cardinal transparency and CAPP compliance.

❖ “Company Paid” – Expense was paid in advance by the College, SSC, or SO (Direct billed, AP Check, and/or PCard)

- Check the “Company Paid” box

❖ Supporting Documentation

- Attach required receipts, agenda(s), supporting evidence, grant documentation, and exception documentation.
- Include comments for expense justifications and explanations, as necessary.

** This list was not designed to cover every scenario, but to provide an overview of ER requirements.

Need help or Have a question?

For one-on-one assistance, contact the SSC Help Center Team:

877-340-5577

help@ssc.vccs.edu

Refer to the instructional materials located on the [SSC T&E Public Site](#).