

# VCCA 37th Annual Conference Pre-Approval FAQs

Wednesday, September 25 through Friday, September 27, 2019  
Sheraton Norfolk Waterside Hotel, 777 Waterside Drive, Norfolk, VA 23510

## Pre-approval is required for all overnight travel.

- Include all anticipated expense types regardless if paid by Company or Traveler. (e.g. hotel, meals, parking, transportation, tolls, etc.)
- Be as detailed as possible within the Pre-approval Report. (i.e. include detailed comments and information about the travel event.)
- Attach applicable supporting documentation as directed by your agency (e.g. cost comparisons, quotes, event information, etc.)

## Registration Fees

- Full Registration (VCCA Member) = \$400; includes two-nights lodging; discounted rate of \$10 self-parking at hotel per night (not included in registration fee)
- Full Registration (non-VCCA Member) = \$500; includes two-nights lodging; discounted rate of \$10 self-parking at hotel per night (not included in registration fee)

## Lodging and Meals Per Diem

- Lodging and Meals per Diem rates are determined by hotel's physical location.
- If you are paying for the full registration and staying the two nights at the conference hotel, no need to itemize the hotel expense. It's already built into the fee.
- For Meals Per Diem, if staying at the Sheraton Norfolk Waterside Hotel (conference/hotel location) or with friends/family, enter Norfolk City, VA. (Standard GSA Rate applies)
- If you are staying at another hotel, check the physical location by using the USPS tool or call the SSC Help Center to look it up.
- Meals Per Diem is only reimbursable for overnight travel.
- Some meals are provided by the conference (mark as deductible in Chrome River).
  - Wed 09/25/2019: Lunch
  - Thu 09/26/2019: Breakfast, Lunch, and Dinner
  - Fri 09/27/2019: Breakfast

## State Car, Mileage or Car Rental?

- You must use the most cost effective method. Cost comparisons may be required.
- Try to use a state car and add line item for State Car – Fuel expense. If none is available, add the email confirming that information.
- Enter the exact address of your to/from points for mileage. The hotel/conference is located at 777 Waterside Dr, Norfolk, VA.
- Contact your business office or fleet manager for your agency-specific Enterprise code to rent a car.

## What if I need more help?

- Call or email the SSC Help Center: 877-340-5577 or [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu) for one-on-one assistance and screen-sharing capabilities.
- Hours of Operations: 8:00AM – 5:30PM, Monday – Friday (excluding holidays)
- [SSC T&E Public Site](#): Instructional materials, training information, policies, and FAQs
- Help tools are also available within Chrome River.