New Horizons 2022  
Travel Pre-approval Report FAQs  
(for VCCS Employees only)

General Information:  
- 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, etc.)  
- Lodging and Meals Per Diem rates are determined by the hotel’s physical location, not the mailing address. (Note: The 9 hotels provided below are all physically located in the City of Roanoke)  
- Attach any applicable supporting documentation as directed by your agency (i.e. cost comparisons, quotes, event information, etc.)  
- Be as detailed as possible within the pre-approval report. (i.e. include detailed comments and information about the travel event)

Conference Registration:  
Do I need to include the conference registration fee on my pre-approval report since I am not supposed to be initiating the payment? Yes, select “Company Paid” on your pre-approval because the System Office Fiscal Department will be collecting the fees in bulk from your college. VCCS Employee registration fee is $150.

Hotel Information (in order of distance from conference location):  

<table>
<thead>
<tr>
<th>Hotels</th>
<th>2022 Daily Conference Rate</th>
<th>2022 Taxes</th>
<th>2022 Daily Rate including Taxes</th>
<th>Distance from Conference Location</th>
</tr>
</thead>
</table>
| Hotel Roanoke (Conference location)  
110 Shenandoah Ave. NW  
Roanoke, VA 24016 | $135*                      | 13.30% $17.96   | $152.96                         | Conference Hotel                 |
| Hampton Inn & Suites Roanoke Downtown  
27 Church Ave SE  
Roanoke, VA 24011 | $122                       | 13.30% $16.23   | $138.23                         | 0.3 miles                        |
| SpringHill Suites  
301 Reserve Avenue  
Roanoke, VA 24016 | $118                       | 13.30% $15.69   | $133.69                         | 1.9 miles                        |
| Home 2 Suites by Hilton Roanoke  
Airport/Valley View  
4830 Valley View Blvd North  
Roanoke, VA 24012 | $117                       | 13.30% $15.56   | $132.56                         | 3.8 miles                        |
| Hampton Inn & Suites  
Airport/Valley View Mall  
5033 Valley View Blvd North  
Roanoke, VA 24012 | $117                       | 13.30% $15.56   | $132.56                         | 4.2 miles                        |
| Hyatt Place Valley View Blvd  
5040 Valley View Blvd NW  
Roanoke, VA 24012 | $109                       | 13.30% $14.50   | $123.50                         | 4.3 miles                        |
| Holiday Inn Valley View  
3315 Ordway Drive  
Roanoke, VA 24017 | $111                       | 13.30% $14.76   | $125.76                         | 4.6 miles                        |
| Courtyard Marriott  
3301 Ordway Drive NW  
Roanoke, VA 24017 | $122                       | 13.30% $16.23   | $138.23                         | 4.6 miles                        |
Room Sharing Example 1: Jane Doe and Jessica Smith share a room for two (2) nights. Both employees enter two nights of lodging. Enter description such as, “Room sharing with Jane Doe for two nights. Both nights of lodging covered by VCCS.”

Room Sharing Example 2: Jane Doe and Jessica Smith share a room for three (3) nights. Both employees enter three nights of lodging. Enter description such as, “Room sharing with Jane Doe for three nights. First two nights of lodging covered by VCCS and third night of lodging paid with Jane Doe’s personal credit card.”

What if I am staying with family/friends rather than at a hotel? Enter a comment in the pre-approval report stating you are staying with family or a friend.

Meals Per Diem Expense FAQs:
What meals are provided for during conference?
• April 6, 2022: Lunch and Dinner
• April 7, 2022: Breakfast and Lunch
• April 8, 2022: Brunch
What location do I enter in the Meals Per Diem expense line items? If staying in any of the nine hotels listed in this document, enter City of Roanoke, VA.

What if I am not staying overnight for this event – should I include Meals Per Diem in my pre-approval report? No, do not include Meals Per Diem expenses. Meals Per Diem is only payable for overnight travel.

Parking Expense FAQs:
What are my parking options and rates*?
There is a fee to park at the conference venue (The Hotel Roanoke & Conference Center) whether you are a hotel guest or not. Self-parking fees: $10 daily; $15 overnight. Valet parking fees: $15 daily; $21 overnight.
  • The Gainesboro Garage (25 Shenandoah Ave NW, Roanoke, VA 24016) is a public parking garage near the conference venue with a daily parking rate of $8. Refer to the Park Roanoke website for more information.
  • The only overflow hotel with a parking fee is Hampton Inn & Suites Downtown with a daily parking rate of $8.
  • There is no shuttle service. Attendees are encouraged to carpool if possible.

*All parking rates are subject to change without notice.

Help

SSC Help Center: 877-340-5577, 540-591-4000 or help@ssc.vccs.edu
  • One-on-one assistance available
  • Screen-sharing capabilities
  • Hours of Operation: 8:00 a.m. to 5:30 p.m., Monday – Friday (excluding holidays)

SSC T&E Public Site: Instructional materials, training information, policies, and FAQs

DISCLAIMER: 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.

The VCCS Student Success Center will cover one (1) night’s lodging and tax at the conference rate for every VCCS employee whose campus is 50 or more miles from the conference site, full-time and adjunct alike. Employees who wish to share a room are entitled to two (2) nights’ coverage (one night per employee). Please note - room sharing is up to the discretion of the VCCS employee and their respective college officials. The name of the roommate must be listed with the hotel. Employees who book as a single are responsible for the second night’s accommodations themselves. Employees must book their reservations as instructed on the conference registration site to receive the above coverage. Reservations made through 3rd party sites (e.g. Expedia, Orbitz, Travelocity, Trivago, etc.) will not be covered at all by the VCCS Student Success Center. Parking costs and incidentals are not covered by the VCCS Student Success Center.

It is the responsibility of each attendee to make their own hotel arrangements and follow hotel policies for adjustments, cancellations, and no-shows.