

TRAVEL VOUCHER CHECKLIST

Direct deposit for travel expense reimbursement via REDI (Remittance Electronic Data Interchange) is **mandatory** for anyone who travels more than twice a year.

To receive reimbursement the following must be included in the space provided on **the TRAVEL EXPENSE VOUCHER and submitted to supervisor for approval within 10 working days after completion of trip. The supervisor has 10 days to sign and submit to Finance. Upon receiving a complete and correct travel voucher, Finance has 5 days to process .**

- Each day’s expenses are shown separately
- Name and address of traveler
- Check the applicable category regarding personal vehicle use statement
- Signature of traveler and date signed
- Signature of traveler’s supervisor and date signed
- Column 1—Date(s) of travel
- Column 2—Origin location and destination each travel day. If toll charges are claimed, state name of toll road. If reimbursement for shared lodging is claimed, state name of roommate. If claiming M+IE show meals provided. **EXPLAIN ALL CHARGES.**
- Column 3—record total mileage claimed each day of travel
- Column 4—record total amount claimed for mileage and public transportation. **AN ORIGINAL RECEIPT MUST BE ATTACHED FOR PUBLIC TRANSPORTATION COSTS (taxi etc) if claim is more than \$75 per instance.**

- Column 5—record total for rental car or other automotive expenses
- Column 6—record the amount for each meal in accordance with the applicable M+IE Table
- Column 7—record the total cost of lodging, including taxes (up to the maximum allowance) Invoice must show a \$0 balance and be in the name of the traveler. **AN ORIGINAL RECIEPT MUST BE ATTACHED.**
- Column 8– record claimed expenses not recorded in other columns, such as registration charges.
- Calculate and record totals.
- “Purpose of Trip” box—check applicable category and provide appropriate explanatory information.
- When claiming an overtime meal, include normal work hours and departure and return times.
- When appropriate, a copy of the approval travel approval request from must accompany each travel voucher submitted for processing.
- Complete coding to include expenditure codes; cost code/program/subprogram code; fund and project code.

When submitting a travel voucher for processing remember to attach:

- ◆ Travel Authorization if applicable
- ◆ Lodging receipt
- ◆ Air fair receipts/boarding passes/baggage receipts
- ◆ Enterprise Agreement if claiming reimbursement for gas
- ◆ Trip Calculator for mileage –less commuting
- ◆ Per diem calculator
- ◆ Any required justifications and documentation

NOTES:



COMMONWEALTH OF VIRGINIA

POCKET TRAVEL GUIDE

April 2024

For questions regarding travel regulations contact:
Accounts Payable
Office of Financial Management
TERV@dcr.virginia.gov

Copies of the pocket guide and other travel documents can be found at:

<https://covgov.sharepoint.com/>

Travel Authorization Request

The Travel Authorization Form must be submitted at least 10 days in advance of the first day of travel and be approved by the Department Director or designee(s) if one or more of the following exists:

- Overnight travel exceeding \$500.00. (Total costs include lodging, transportation, meal, conference registration, and any other travel costs or fees. Include baggage fee in cost estimate),
- Lodging rate exceeds the allowable standard rate. The approval limit is 50% over allowable rate.
- Travel to a single destination involving more than 3 employees where costs are expected to be generated that will result in the submittal of a travel expense voucher. This applies to daily and overnight travel.
- ◆ Traveling out-of-state—Use of a state vehicle or Enterprise for out-of-state travel must be approved in advance by the Agency Transportation officer.

(SEE POLICY FOR EXCEPTIONS)

VEHICULAR TRANSPORTATION

- Use of state-owned vehicle or Enterprise is preferred

Use of personal vehicle may be used when:

- ◆ Occasional travel is planned for distances up to 200 miles per day. For overnight travel consider the average daily mileage over the length of the trip.

- ◆ Travel after regular hours, such as an emergency call or when required to work non scheduled day.
- ◆ Travel costs incurred to obtain a state vehicle or short-term vehicle exceeds the travel cost incurred using personal vehicle. Trip Calculator must be attached to the travel voucher.

Trip Calculator: <https://dqs.virginia.gov/fleet/travel-planning/trip-calculator/>

- Use of personal vehicle for convenience will be paid at the lower rate.
- ◆ Use of a state vehicle or Enterprise for out-of-state travel must be approved in advance by the Agency Transportation officer.
- Daily commute miles must be deducted from total miles travelled (include maps).

NOTE: Employees going on a trip can take a state vehicle home the night preceding a trip and bring it back the morning following the trip.

PARKING AND TOLLS

- Original receipt must be attached to travel voucher if claim exceeds \$75 per instance.
- Reimbursement **must** be claimed as “other expense” on travel reimbursement voucher.

PUBLIC TRANSPORTATION

- Tourist or coach class accommodations are required (premium coach class for air fare not reimbursable)
- When paying for services via the internet the following documentation must be submitted.
 - ◆ Hardcopy of final page from internet site showing total cost and confirmed service.
 - ◆ Airline confirmation (boarding pass), type of ticket purchased (must be coach) and baggage receipt.
 - ◆ Original receipt must be provided for reimbursement of cost for local commuting by taxi, shuttle, and/or train, if more than \$75 (tips not to exceed 15%).

LODGING

Lodging will be reimbursed at the standard rate unless an exception to exceed the standard rate (plus applicable taxes) has been approved prior to travel (travel authorization required). To determine the correct rate use the hotel’s physical address and not the billing address.

ORIGINAL RECEIPT MUST BE ATTACHED TO TRAVEL VOUCHER. *For hotel rooms obtained through internet provided, the traveler must submit the “hardcopy final page from the Internet showing total cost and confirmed services.”*

Payment Options

- ◆ Travel Card issued by DCR— preferred method (required for employees who travel overnight 5 or more times per year).
- ◆ Personal charge card
- ◆ Small Purchase Charge Card (the owner of the SPCC cannot pay for their own lodging or rental car).

LODGING EXCEPTION

Any request for a lodging exception must be justified and documentation attached to the travel pre-approval. Travel Authorization form required.

NOTE: If travel location is not listed standard rate must be used.

MEALS AND INCIDENTAL EXPENSE

- Reimbursable only if over night stay is involved. Total M+IE is reduced by the value of provided meals.
- Reimbursement is reduced to 75% of the allowable per diem listed on the per diem calculator.
- Total M&IE is reduced by the value of provided meals (including those provided by hotel or conference)
- The M&IE per diem must correspond to the location specified for overnight travel:
- **Departure Date:** where you spend the night.
- **Return Day:** where you spend the night before returning to home base.
- If all meals are provided, the per diem for incidental expenses are paid.

Note: Lodging & M&IE reimbursement only paid while in travel status (outside 25 mile radius of official work station).

The per diem calculator is available to determine the applicable lodging and per diem rates:

<http://perdiemcalc.net/gsa/>

ORIGINAL DOCUMENTATION

Original documentation must be kept for 3 years plus current fiscal year by the Division and/or State Park or noted on the TERV that documentation received by Finance is original.