



U.S. Department of Veterans Affairs

North Florida / South Georgia Veterans Health System

NF/SGVHS Research Service

Standard Operating Procedure: **VA Research Employee Travel**

Updated: 06/07/2024

1. Begin travel preparations as early as possible.
2. The first step is to identify the funding sources for your travel costs, and to obtain administrative clearance to use these funds. Speak with your Research Administrative Officer and Research Service finance administrator(s) to discuss appropriate funding sources, availability of travel funds, and any procedures required to access these funds.

The VA Office of Education may be able to assist with conference registration costs. For more information visit: [Office of Education - EDUFundingandTravel \(sharepoint.com\)](#)

3. If any travel costs will be covered by an external entity (e.g., University of Florida or other non-VA organization) you will need to complete VA Form 0893 (Donated Travel) to obtain advance permission. The form and instructions can be found here:

<https://dvagov.sharepoint.com/sites/northflorida/depdir/fin/SitePages/DonatedTravel.aspx>

4. Instructions for VA Employee Travel are located on the NF/SGVHS Sharepoint site under Finance Service, then look for Employee Travel. There are currently two active sites, which contain differing amounts of information. Please visit both for the most complete instructions:

<https://dvagov.sharepoint.com/sites/northflorida/depdir/fin/SitePages/EmployeeTravel.aspx>

<https://dvagov.sharepoint.com/sites/vhanflfinance/SitePages/EmployeeTravel.aspx>

This site includes instructions about:

- Registering as a vendor, if not already completed
- Required training on the VA Talent Management System (TMS) website that must be taken before booking travel
- Preparing to Travel
- Returning from Travel
- Frequently Asked Questions

5. Miscellaneous Guidance:

Group Travel: if multiple people are traveling together, a group travel request can simplify the process. For more information contact Employee Travel.

Paid versus Without Compensation Employees: both paid employees and WOC employees can be authorized to travel, and both are required to have a vendor registration on file. Paid employees travel will be processed as “Regular Temporary Duty Travel” and WOC employee travel will be processed “Invitational Travel”.

Contractor Travel: This is rare, but if you are trying to schedule travel for a contractor please reach out Research Service leadership for explanation and approval. Please note that people who hold a VA appointment (paid, WOC, or IPA) are NOT contractors. NFFRE employees are also not contractors (they would hold either a WOC or IPA appointment).

For additional information/guidance please contact the Research Service Administrative Officer.

VA Employee Travel can be reached at:

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