



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: 08/11/2024

Information from VA Employee Travel is located on the NF/SGVHS Sharepoint site under Finance Service, then look for Employee Travel. The direct link is:

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

The 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

VA Employee Travel can be reached at:

VHANFLEmployeeTravel@va.gov

352-337-2379

Travel Funding

- The first step is to identify the funding source(s) for your travel. Speak with your Principal Investigator, Research Administrative Officer, and Research Service finance administrator to discuss appropriate funding sources, availability of travel funds, and any procedures required to access these funds.
- Determine the fund control point (FCP) that your travel expenses should be charged to. Your finance administrator can assist with this. If funding will be supported by a grant from the VA Office of Research and Development, a Research Service FCP will be used. If the grant is from the GRECC, or Veterans Rural Health Resource Center, or other department, a FCP from that department should be used (rather than a Research Service FCP).
- 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 approval from the VA Office of General Counsel and advance permission from medical center leadership. The form and instructions can be found here:
<https://dvagov.sharepoint.com/sites/vhanflfinance/SitePages/DonatedTravel.aspx>
- Research Service employees will not be issued a government travel credit card.

Conference Registration Fees

- Registration fees can be charged to a research grant if the vendor is registered in SAM.gov (and if the cost is allowable by the sponsor). If the vendor is not registered, the VA Research Office can attempt to register the vendor.
- Alternatively, the employee can pay for the registration fee and then be reimbursed after the conference using Form 1064. Please note that the person being reimbursed must be the same person who incurred the charge. For example, a PI cannot pay a registration fee on behalf of a student and then be reimbursed.
- The VA Office of Education may be able to assist with conference registration costs. For more information visit: [Office of Education - EDUFundingandTravel \(sharepoint.com\)](#)

Travel Request Approval

- Complete the Travel Request Form (obtain from Administrative Officer), and make sure to include the correct fund control point as mentioned above.
- Send the form to your supervisor for signature and to route the form for ACOS signature. In the email, also include documentation to support the travel request, such as a meeting itinerary, conference agenda with your presentation listed, invitation or approval to give a presentation, etc.
- Submit the signed form to NF/SGVHS Employee Travel.

Travel Authorization and Booking

- A travel authorization must be approved through the Concur website prior to traveling. Even if there is no expense, authorization is still required when traveling on VA time. There is a specific form for no-cost travel and it can be found on the Employee Travel website.
- Travel must be booked through the Concur website. The government will only pay up to a particular per diem rate for lodging and for meals & incidentals. Enter your destination at the following website to determine per diem rates: [Per diem rates | GSA](#)
- Paid, WOC, and IPA employees can be authorized to travel, and are required to have a vendor registration on file if incurring costs. Paid employee travel will be processed as “Regular Temporary Duty Travel” and WOC employee travel will be processed as “Invitational Travel”.
- If multiple people are traveling together, a group travel request can simplify the process. For more information contact Employee Travel.
- After traveling, the employee must submit a Voucher/Claim for reimbursement in Concur within 5 calendar days. Receipts will be needed for Hotel, Taxi, Shuttle, Baggage, Rental Car, tolls, etc. Receipts are not needed for food unless of \$75.

Timekeeping

Approved travel is considered “regular time” (do not enter any type of leave status). The traveler should send the approved travel authorization document/email to the primary timekeeper and Administrative Officer, so they can notate travel status on the timecard.