

**VOLUNTEER
STATE**



**COMMUNITY
COLLEGE**

Travel Policy and Forms

For ALL employees who travel on
behalf of VSCC

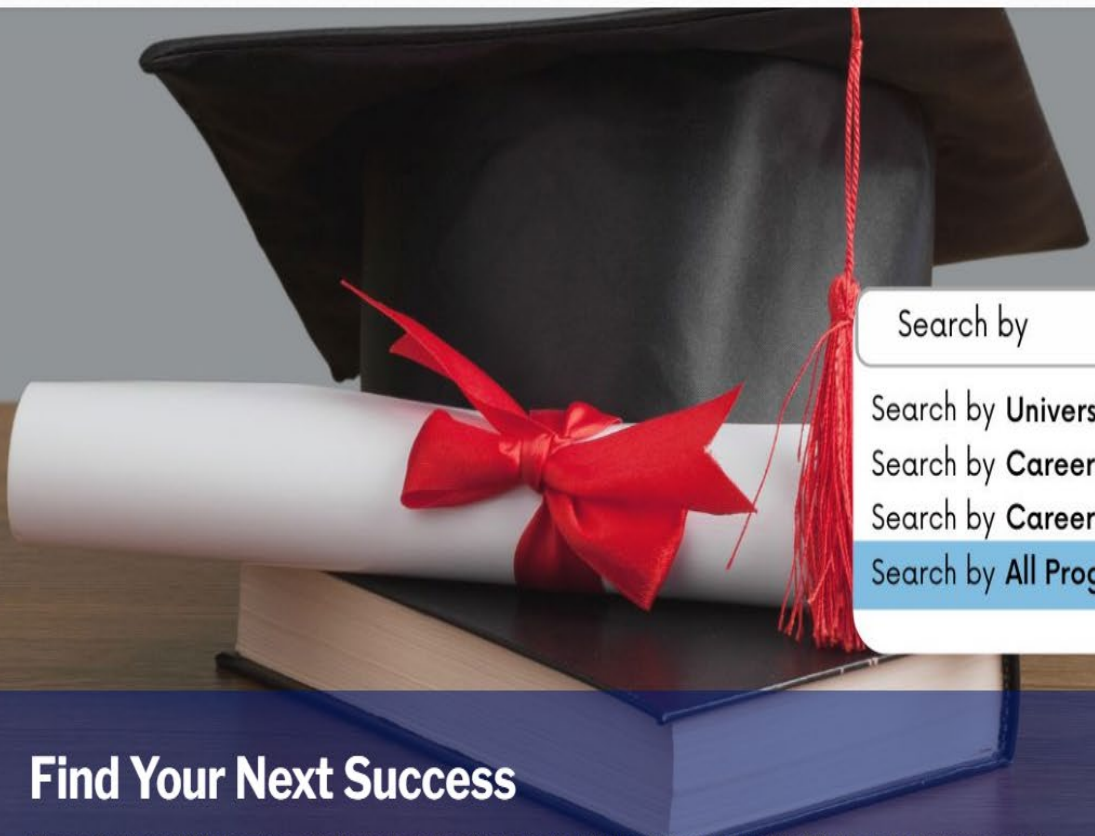


Where To Find Policies & Forms

- VSCC Home Page
- My Vol State
- Employee Information Website
- Employees
- Travel
- Policies, Forms & FAQ's



Apply



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- Search by Career Prep Degrees
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32
Seconds

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PASSWORD RESET



Action Items



Ad Astra



Adobe



Argos/FormFusion/Intellec...



Banner Admin Pages



BDM Web Access



Buy Textbooks



College Catalog



Degree Works



Dynamic Forms



E-Mail



Edison



eLearn & Online Resources



Employee Forms



Employee Information Webs...



ePay - Payment Gateway



ePrint



Faculty Services



Glean



Handshake



IT



IT Help



IT Phish Bowl



LibApps



Microsoft 365



PageUp



Pioneer Purchase



Plant Operations Request



Read&Write



Registration & Schedules



Self-Service Banner



Self-Service Banner 9 PRO...



Self-Service Banner 9 TES...



Slate



Student Forms



Student Information Websi...



TEST Application Systems



Thigpen Library



Watermark Insights



Zoom



SEARCH

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CAMPUS

Home

Academic Calendar

The Well

EMPLOYEE

Forms

Academic Misconduct

Campus Calendar

Required Training

Travel

Factbook

INFORMATION TECHNOLOGY

Vol State Phish Bowl

Training & Awareness

Connecting Your Computer

Academics

- [Accessibility](#)
- [Adjunct and Full-time Faculty Training](#)
- [Adjunct Faculty Handbook](#)
- [Adjunct Faculty Term/Payroll Schedule](#)
- [Class Schedule](#)
- [Faculty Handbook](#)
- [Service Learning](#)
- [Student Handbook](#)

Employees

- [Campus Forum](#)
- [Directory](#)
- [Discounts](#)
- [Signature Creation Tool](#)
- [Employee Handbook](#)
- [Events Calendar](#)
- [Submit an Event](#)
- [Insider Newsletter](#)
- [Knowledge Base](#)
- [Organizational Chart](#)
- [Parking/Decals](#)
- [Payroll](#)
- [Policies](#)
- [Travel](#)

Campus Forum

Campus Forums

1 of 3 Dr. Wendi Tostenson - Staff ...

Swim Digital

Swim Digital Campus Forum

1 of 1

- [Swim Digital Findings & Recommendations Executive Summary](#)
- [Swim Digital Working Groups](#)
- [Enrollment Funnel](#)
- [Strategic Enrollment Management Plan](#)
- [Swim Workshop Objectives](#)

Safety

- [Material Safety Data Sheet \(MSDS\)](#)
- [Material Safety Data Sheet \(MSDS\)](#)

Personal Information

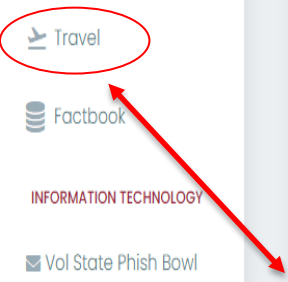
- [Update Address & Phone](#)
- [Refund Information](#)

Tools

- [A-Z Index](#)
- [Curriculog](#)
- [Institutional Effectiveness Plans](#)

Service Request

- [eLearn Service Request](#)
- [Information Technology \(IT\)](#)
- [Web Support](#)



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CAMPUS

🏠 Home

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EMPLOYEE

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⚙️ Required Training

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📖 Factbook

INFORMATION TECHNOLOGY

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Employee Travel

Employee > Travel

Anyone who will be requesting reimbursement for travel related expenses must have an approved Travel Authorization on file prior to the date(s) of travel. A blanket authorization may be submitted for the entire fiscal year (July 1 through June 30) for frequent in-state travel (covers mileage and parking expenses only). However, a separate travel authorization is required for any travel that requires registration fees, airline tickets, or overnight stays in a hotel. The travel authorization must include all estimated expenses for each trip. All out-of-state and out-of-country travel must be approved by the President of the College.

Documentation regarding all expected travel-related expenses should be attached to the back of the travel authorization, i.e., per diem rates, conference information, transportation costs, etc. Please remember that the authorization is an estimate of total expenses.

Reimbursement of expenses will only take place after travel has taken place, and both a *Travel Authorization Form* and a *Travel Expense Form* have been submitted (Including the attachment of all outstanding receipts/documentation) and approved. Please keep a copy of everything that you submit for your records.

Checklist

- [In state](#)
- [Out of state](#)

Policies

See the following policies for detailed information regarding travel.

- [VSCC General Travel Policy](#)
- [Athletic and Group Travel Policy](#)
- [TBR General Travel Policy](#)
- [GSA Out-of-State Per Diem Rates](#)



General Travel Requirements

- 1. When to Complete a Travel Authorization** - Prior Authorization is required in advance of any travel.
***Exception: routine in-state mileage, which does not include overnight travel or conference registration fees, requires your supervisor's approval only.**
***Virtual conferences are not considered travel, use account 74830, training costs for employees, upon supervisor approval to attend conference.**
- 2. Before Travel** – Travel that includes conference fees and/or overnight stay: Complete a Travel Authorization Form and obtain all appropriate signatures, attach supporting documentation.
- 3. After Travel** – Complete a Travel Expense Claim and attach supporting documentation.



Prior Authorization Before Travel

- Prior Authorization is required in advance of any travel (exception: in-state mileage only & virtual conferences)
- Complete a Travel Authorization form found on the VSCC webpage in the Travel Tab.
- Utilize the travel checklist found on the VSCC webpage in the Travel Tab.
- Attach all supporting documentation when submitting travel authorization.
- Once approved you will receive an email from Business and Finance to proceed with travel arrangements.

DO NOT BOOK ANY TRAVEL UNTIL TRAVEL AUTHORIZATION APPROVAL EMAIL IS RECEIVED



Travel Expense Claim After Travel

- Complete a Travel Expense Claim form found on the VSCC webpage under the Travel Tab.
- All claims must meet policy requirements for reimbursement.
- Supporting documentation for each expense and itemized receipts for lodging must be included.
- The amount on the claim should match the amount on the supporting documents and receipts.
- All signatures must be obtained and submitted within 30 days after completion of travel.



Supporting Documents for Mileage Reimbursement

- Google Maps or MapQuest using lowest mileage amount to and from the destination, regardless of route taken. Attach directions with mileage (no map needed)
- Commute Miles: Attach directions of your commute miles to your duty station, if you are leaving or returning to or from a destination other than your duty station. Enter in commute miles field on expense claim. No deduction needed for overnight travel.
- Enter the starting location address and final destination address for each day of your trip. Include all stops for each day.



Other Supporting Documents

- **Itemized Hotel Receipts**
(State of TN should not charge sales tax, supply tax exempt form)
- **TBR-In State Per Diem Rates**
(for meals/hotels)
- **GSA-Out of State Per Diem Rates**
(for meals/hotels)
- **Itemized Airfare Receipts**
- **Parking Receipts**
- **Uber/Lyft/Taxi Receipts**
(tips are not reimbursable, remove from total)



Need Help?

- You may contact any of the following to help with questions, assist in obtaining travel authorization, and completing a travel expense claim.
- ernest.beasley@volstate.edu / Ph:3561
- kimberly.butler@volstate.edu / Ph: 4745
- lisa.lowhorn@volstate.edu / Ph: 3586