

**Department of Juvenile Justice
Virginia Public Safety Training Center (VPSTC)
Travel Expense Reimbursement Checklist**

Please **PRINT, CHECK** as each item is completed, **ATTACH** required documentation as indicated below, and **TURN IN** completed packet to the VPSTC Business Office upon conclusion of the final day of training.

Immediately upon registering or being registered for the class, the TRAVELER shall:

- Complete and submit Travel Authorization Form to supervisor and forward to Central Office for required approvals.
- Once approved, make individual lodging arrangements through the hotel being utilized and direct billed to the VPSTC. (see course confirmation email for hotel information)
 - Direct billing for lodging is only available with pre-approval for the following courses: Frontline Leaders, Emerging Leaders, Strategic Leaders, Essential Skills for Supervisors, and Essential Skills for Caseworkers. All other events, please contact the VPSTC Business Office.

NOTE: Traveler is solely and completely responsible for making and, when necessary, canceling lodging arrangements. Any charges incurred for failing to cancel a reservation, checking in prior to approved travel date, leaving prior to scheduled date without checking out, or extending beyond the scheduled check out date are the responsibility of the traveler and are not payable nor reimbursable by the Agency.

- Bring the approved travel authorization form, employee ID number, and a printed map of the travel route to training in order to complete the travel reimbursement voucher

The following documentation must be attached to the travel voucher in order to process for payment:

- Approved Travel Authorization Form (verified dates to correspond with Travel Expense Voucher) also completed and signed Blanket Authorizations or mileage approval
 - Explanation if Travel Authorization was not completed prior to travel
- Approved Travel Expense Voucher (Detailed information to include address of departing location and arriving destination, notation of any meals provided by Hotel/Academy/Conference)
- Printed map of travel route (Google Maps or MapQuest)
- Agenda for the training or conference (Academy will provide for above listed programs)
- Receipts indicating a \$0 balance for lodging, registration, etc.
- This completed checklist
 - Explanation if Travel Voucher not submitted within 5 days of completed travel

Mileage exceptions only: (you may choose to drive personal vehicle, not subject to reimbursement)

- Documentation from traveler's supervisor verifying state car not available
- Pre-approval from Deputy Director of Administration & Finance for personal mileage reimbursement
 - For approved personal mileage reimbursement, ensure commuting mileage is deducted from reimbursable mileage (miles traveled – normal commuting miles = reimbursable mileage)

NOTE: Failure to submit a completed packet with ALL required documentation attached will result in delays to reimbursement processing, up to and including the denial of reimbursement. Incomplete packets will not be submitted for approval and processing.

Printed Name of Traveler

Signature of Traveler

Date Submitted

For ALL questions regarding travel reimbursements, please contact the VPSTC Business Office at:

Leslie Akers (804) 537-6629 or Leslie.Dyer@djj.virginia.gov

Angie Race (804) 537-6630 or Angie.Race@djj.virginia.gov

Business Office Approval Signature/Date: _____