

TRAVEL VOUCHER (TERV) HELPFUL HINTS

This document contains Helpful Hints and friendly reminders for the completion and submission of TERVs to ensure compliance with State Travel Regulations and timely processing within the Finance Branch. For training managers, please share with your adjunct instructors.

Any additional questions regarding the proper completion and submission of TERVs or State travel regulations in general may be directed to the Finance Branch.

Vendor ID:

Be sure to list your Employee Identification Number (EIN), not your Social Security Number (SSN).

Personal Vehicle Use Statement (top right of TERV):

- Be sure to ONLY check one box if submitting for reimbursement of vehicle mileage of a personal vehicle (POV). Travelers must check one of the boxes in order for the mileage calculation to properly function in the *4.Mileage* column.
- Be reminded that if travelers use their POV and are requesting reimbursement for more than 100 miles in one day (one-way or round trip), a trip calculator analysis of costs must be attached to support mileage at the higher POV rate (as opposed to the lower Fleet rate). The trip calculator must reflect that it was more cost effective for the traveler to use a POV rather than secure a State vehicle (Agency-owned or DGS Pool Fleet) or arrange for a rental vehicle through the Enterprise Rental State Contract. Travelers may elect to forgo a State-owned vehicle (VDFFP or DGS pool fleet) or a leased vehicle through Enterprise, but do so understanding that they will be reimbursed at the lower Fleet rate.
- Be reminded that ONLY part-time adjunct instructors are registered with DOA as exempted from the 100-mile per day State regulation.

2.Location Column

- Be sure to list the city and state the traveler is leaving from and going to. The actual locations must be listed in order for Finance to process the TERV in a timely manner.
For example: “Depart Hampton VA to Enon Burn Building Chesterfield VA”
- Please do not reference “Home” as a location as your home address may not be the same as the address on file for processing payments or what is reflected on the TERV.

6. Per Diem Amount Column

- Be sure to check your meals per diem rates carefully.
- If meals have been provided to the traveler, be sure to state which meals were provided. Meals can be provided as paid for by another individual or by the host of event meeting. A “provided meal” is essentially a meal that the traveler consumed for which he/she did not pay. Accordingly, the meal amount from the total per diem must be deducted from the reimbursable amount.

For example: If lunch was provided in Chesterfield, the notation should be “Chesterfield (lunch provided)”.

- Regarding the calculation deduction/proration for meals provided, it can be a little confusing. Below are a couple of examples; however if in question of the proper calculation, contact the Finance Branch for assistance.

Example #1 – Full Per Diem: Assuming meals per diem of \$46 and lunch allowance of \$11:

Full per diem \$46 minus \$11 Lunch Allowance = \$35

Example #2 – Travel Days per Diem (departure or return days): Assuming meals per diem of \$46 and lunch allowance of \$11:

The full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance excluding incidentals cost of \$5.

Full per diem \$46 [(\$46 - \$11 lunch = \$35 - \$5 = \$30) x .75 = \$22.50] + \$5 = \$27.50].

- When meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the TERV. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal and the traveler has partaken of the meal, the traveler must reduce the per diem by the appropriate allowance amount.
- On departure days, per diem meal rates are determined by where the traveler stays the night of the departure day.
- While in travel status (non-departure days), per diem meal rates are determined by where the traveler stayed the night before...not where the traveler stays the day of the meals claimed.
- On return days, per diem meal rates are determined by where the traveler stayed the night before.

7.Lodging Column

- Travelers staying overnight in a hotel must include the name of the hotel and lodging cost with notation indicating whether the lodging was Direct Billed or paid by the traveler.

For example: "Direct Bill Comfort Suites \$89.24 Chesterfield VA"

- If lodging was paid by the traveler, the supporting paid lodging portfolio must be attached as the receipt record.

8.Other Column

- Travelers that have tolls or parking must include a description of the expense in *2.Location* column with the corresponding expense included in *8.Other* column.

For example: Parking \$5

- Be reminded that any tolls or parking fees that are \$20 or more must be supported with a receipt to claim full reimbursement. Parking and tolls fees greater than \$20 with no receipt will only be reimbursed up to \$20. It's a good rule of thumb when practicable and available to request a receipt for parking and tolls regardless of cost.
- Travelers that have postage costs must include a description of the expense in *2.Location* column with the corresponding expense included in *8.Other* column. The receipt for the postage (or part of the envelope with the postage amount) must be attached with the TERV in order to receive reimbursement.

Purpose of Trip

- Travelers must state the purpose of trip in the Purpose of Trip section of the TERV, and must check an appropriate box accordingly.
- For adjunct instructors or training managers participating in schools, the school number must be listed on the notes section.

For example: Compliance Officer for FF1 burn, school #411-12111

Advance Authorization Travel Forms

- Be reminded that an Advance Authorization Travel Form must be completed for the following conditions:
 - Total travel costs exceed \$500
 - Total travel costs include meals, lodging, mileage, other transportation costs, registration costs (for conferences or educational seminars, etc)
 - Travel out of state
 - Lodging rates that exceed the allowable State rates
 - Lodging rates that exceed the allowable State rates must be notated with the allowable State rate, the lodging rate that is being offered, and a brief explanation why lodging could not be obtained at the State rate
 - The Executive Director may approve up to 50% above the allowable State lodging rate (or 150% of the State rate)
 - For example: State allowable lodging rate is \$100; the Executive Director may approve up to \$150 with a documented explanation*
- Be reminded that all Advance Authorization Travel Forms must be submitted prior to travel dates; ALL approvals must be obtained before the travel dates (traveler's immediate Supervisor, Executive Director, Director of Finance)
- Advance Authorization Travel Forms that are submitted after the travel dates must be accompanied with a memo approved by the traveler's immediate supervisor explaining the circumstances that prevented the Advance Authorization Travel Form from being approved prior to the travel dates.