



**U.S. Department of Veterans Affairs**

North Florida / South Georgia Veterans Health System

## **NF/SGVHS Research Service**

Standard Operating Procedure:

### **VA Employee Travel**

**Updated: 04/01/2023**

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.
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. The direct link is:  
<https://dvagov.sharepoint.com/sites/northflorida/depdir/fin/SitePages/EmployeeTravel.aspx>  
This site includes instructions about:
  - 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

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

VA Employee Travel can be reached at:

[VHANFLEmployeeTravel@va.gov](mailto:VHANFLEmployeeTravel@va.gov)

352-337-2379