VA | 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: 09/19/2025

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 (VA 2052511 and VA 4504955)
- 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).
- For travel with costs covered by an external entity (e.g., University of Florida or other non-VA organization), travel authorization is still required. 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. 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.
- Send the form to the ACOS/Research for signature. Include the aforementioned supporting documentation. If the funding source for the travel is not Research Service (e.g., travel funded by GRECC, NFFRE, Veterans Rural Health Resource Center, etc.) then the director of the other organization should email the ACOS/Research to acknowledge that funds will be provided.
- Submit the signed form to NF/SGVHS Employee Travel using their LEAF Travel Request. *(Note: after the request is approved, you may receive an email stating that the travel request has been cancelled. This only pertains to cancellation of the LEAF routing process, not your travel request. Subsequent steps will be completed in Concur.)*
- For ***no-cost travel*** exceeding 50 miles, travel authorization is still required. Fill out VA Form 3036: Travel Authority for Temporary Duty, which can be found on the VA Employee Travel Sharepoint site. Complete the form including signature from your Supervisor/Service Chief. Forward the form to VHANFLEMPLOYEETRAVEL@VA.GOV (do not enter a travel request in Concur). After approval, send a copy to VHANFL Employee Travel. Travel will assign a manual travel authorization number (TA #).

Travel Authorization and Booking

- Do not book travel until your request is approved, otherwise you may be responsible for any costs incurred.
- A travel authorization must be approved through the Concur website prior to traveling (https://usg.concursolutions.com/govui), if costs will be incurred. If no costs will be incurred, see the instructions in the preceding section.
- Air travel must be booked through the Concur website.
- Hotel lodging can be booked through the Concur website or reserved separately and reimbursed after the trip. If you reserve a hotel outside of Concur, email the reservation to

VHANFLEMPLOYEETRAVEL@VA.GOV. 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 over $75.

Timekeeping

Approved travel is considered "regular time" (do not enter any type of leave status). The traveler should send the approved travel authorization number and documentation to their primary timekeeper and Administrative Officer, so they can notate travel status on the timecard. The TA# must be posted on the timesheet for each day of travel.