New Horizons 2024

Travel Pre-approval Report FAQs
for VCCS Employees only

General Information:

- Pre-approval is required for all overnight travel.
- Include all anticipated expense types regardless if paid by Company or Traveler (e.g. hotel, meals, parking transportation, etc.)
- Lodging and Meals Per Diem rates are determined by the hotel's physical location, not the mailing address. (Note: The 9 hotels provided below are all physically located in the City of Roanoke)
- Attach any applicable supporting documentation as directed by your agency (i.e. cost comparisons, quotes, event information, etc.)
- Be as detailed as possible within the pre-approval report. (i.e. include detailed comments and information about the travel event)

Conference Registration:

Do I need to include the conference registration fee on my pre-approval report since I am not supposed to be initiating the payment? Yes, select "Company Paid" on your pre-approval because the System Office Fiscal Department will be collecting the fees in bulk from your college. VCCS Employee registration fee is $150.

Hotel Information *(in order of distance from conference location)*:

Hotels	2024 Daily Conference Rate	2024 Taxes	2024 Daily Rate including Taxes	Distance from Conference Location
Hotel Roanoke (Conference location) 110 Shenandoah Ave. NW Roanoke, VA 24016	$140*	13.30%	$158.62	Conference Hotel
SpringHill Suites 301 Reserve Avenue Roanoke, VA 24016	$169*	13.30%	$191.48	1.9 miles
Home 2 Suites by Hilton Roanoke Airport/Valley View 4830 Valley View Blvd North Roanoke, VA 24012	$122	13.30%	$138.23	3.8 miles
Hampton Inn & Suites Airport/Valley View Mall 5033 Valley View Blvd North Roanoke, VA 24012	$122	13.30%	$138.23	4.2 miles
Hyatt Place Valley View Blvd 5040 Valley View Blvd NW Roanoke, VA 24012	$119	13.30%	$134.83	4.3 miles
Courtyard Marriott 3301 Ordway Drive NW Roanoke, VA 24017	$122	13.30%	$138.23	4.6 miles

**Negotiated rates exceeding the 100% GSA Rate for the City of Roanoke, VA ($122.00).*
**Any hotel room reservation that is made outside of the six listed hotels for which there is a contracted rooming block will not be covered by VCCS Student Success Center.*

Do I need to include all hotel expenses on my pre-approval report if VCCS and/or my agency will be covering one or more nights of lodging? Yes, all hotel expenses must be included in the pre-approval report regardless if covered by VCCS, agency, or traveler's personal funds.

What "Paid By" option do I select for my hotel expenses?

- Company-Paid – All hotel expenses will be entirely covered by VCCS and/or agency small purchase card. Traveler will NOT incur any hotel expenses with personal funds.
- Traveler – All hotel expenses will be entirely paid out of the traveler's personal funds.
- If hotel expenses will be partially covered by VCCS or agency small purchase card, and traveler's personal funds, enter detailed comments in the description field and select either "Company Paid" or "Traveler". (e.g. "VCCS will cover 1st night of lodging, I will pay for the 2nd night of lodging with my personal credit card.")

What do I enter in the higher lodging compliance warning (#601) response box?

- If staying at a designated conference hotel at the corresponding negotiated conference rate, enter "*VCCS negotiated conference rate with master pre-approval on file with SSC.*"
  - Example: Jane Doe is staying at the Hotel Roanoke and the estimated daily room rate is $140.00 per night. Jane Doe will enter *"VCCS negotiated conference rate with master pre-approval on file with SSC.*" in the response box.

What if I am sharing a room with another employee?

Please note: Room sharing is up to the discretion of the VCCS employee and their respective college officials.

- Enter the name(s) of individual(s) that room will be shared with in the description field.
- Employees sharing a room should enter all nights of lodging expenses regardless if covered by VCCS, agency, or travelers' personal funds within their individual pre-approval reports.

Room Sharing Example 1: Jane Doe and Jessica Smith share a room for two (2) nights. Both employees enter two nights of lodging. Enter description such as, "Room sharing with Jane Doe for two nights. Both nights of lodging covered by VCCS."

Room Sharing Example 2: Jane Doe and Jessica Smith share a room for three (3) nights. Both employees enter three nights of lodging. Enter description such as, "Room sharing with Jane Doe for three nights. First two nights of lodging covered by VCCS and third night of lodging paid with Jane Doe's personal credit card."

What if I am staying with family/friends rather than at a hotel? Enter a comment in the pre-approval report stating you are staying with family or a friend.

Meals Per Diem Expense FAQs:

What meals are provided for during conference?

April 10, 2024: Lunch and Dinner
April 11, 2024: Breakfast and Lunch
April 12, 2022: Brunch

What location do I enter in the Meals Per Diem expense line items? If staying in any of the six hotels listed in this document, enter City of Roanoke, VA.

What if I am not staying overnight for this event – should I include Meals Per Diem in my pre-approval report? No, do not include Meals Per Diem expenses. You are only eligible for Meals Per Diem if traveling overnight.

Parking Expense FAQs:

What are my parking options and rates*?

There is a fee to park at the conference venue (The Hotel Roanoke & Conference Center) whether you are a hotel guest or not. Daily parking rates are $10 self-park or $15 for valet. Overnight parking is $15 self-park or $21 valet.

- The Gainesboro Garage (25 Shenandoah Ave NW, Roanoke, VA 24016) is a public parking garage near the conference venue with a daily parking rate of $8.
- There is no shuttle service. Attendees are encouraged to carpool if possible.

**All parking rates are subject to change without notice.*

Help

SSC Help Center: 877-340-5577, 540-591-4000 or help@ssc.vccs.edu

- One-on-one assistance available
- Screen-sharing capabilities
- Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday – Friday (excluding holidays)

SSC T&E Public Site: Instructional materials, training information, policies, and FAQs

DISCLAIMER: Training material, information, and policies provided by the SSC are meant for all users across the entire VCCS. This content is not intended to address every scenario or institution-specific policies and procedures. If you have institution-specific questions or concerns, please refer to your institution approvers or business office personnel.

The VCCS Student Success Center will cover one (1) night's lodging and tax at the conference rate for every VCCS employee whose campus is 50 or more miles from the conference site, full-time and adjunct alike. Employees who wish to share a room are entitled to two (2) nights' coverage (one night per employee). Please note - room sharing is up to the discretion of the VCCS employee and their respective college officials. The name of the roommate must be listed with the hotel. Employees who book as a single are responsible for the second night's accommodations themselves. Employees must book their reservations as instructed on the conference registration site to receive the above coverage. Reservations made through 3rd party sites (e.g. Expedia, Orbitz, Travelocity, Trivago, etc.) will not be covered at all by the VCCS Student Success Center. Parking costs and incidentals are not covered by the VCCS Student Success Center.

It is the responsibility of each attendee to make their own hotel arrangements and follow hotel policies for adjustments, cancellations and no-shows.