

Public Health and Healthcare Preparedness Academy 2016 Field Epidemiology Seminar

Frequently Asked Travel Questions

Q. What resources will be provided to fund attendance at the Academy?

- A.** Federally awarded Public Health Emergency Preparedness (PHEP) supplemental funds for Ebola Preparedness and Response will be used to reimburse travel costs for up to THREE VEHICLES (one round trip each) and sufficient OVERNIGHT STAYS in the hotels to accommodate the intended audience. (UP TO SIX ROOMS per night)

The targeted attendees include Health Directors, Emergency Coordinators, Epidemiologists, Volunteer Coordinators, Nurse Managers, and regional and district designated Public Information Officers. It is the responsibility of the health district to coordinate travel and attendance for participants to take advantage of the funding being made available.

Q. Do standard travel policies apply for the academy?

- A.** Yes. You must follow all standard travel policies regarding use of state vehicles, rental cars, cost-benefit analysis, travel pre-authorization forms, and reimbursement rates for personal vehicles.

Q. When and where do travel reimbursement requests need to be submitted?

- A.** Chart of Account codes have been established for each District to allow individual work units to process travel reimbursements for the Virginia Public Health and Healthcare Preparedness Academy. VDH employees seeking travel reimbursement will use the VDH eTERV form found on OFM's website and should adhere to all state and agency travel guidelines in addition to the Academy travel guidelines. Academy related travel must be processed by June 3, 2016.

All travel expenses for the PHP Academy should be coded to:

Object code: 1227 - Training

Project: VDH93074

COA: Newly established codes can be found in F&A.

Questions: Please contact the Office of Emergency Preparedness Business Manager, Sherry House at 804-864-7551 or sherry.house@vdh.virginia.gov

*Arlington and Fairfax: Submit your reimbursement with your monthly invoice

Q. Can hotel accommodations be direct billed to the Office of Risk Communication and Education or the Office of Emergency Preparedness?

A. No. All hotel and vehicle arrangements are the responsibility of the attendee. VDH attendees will be provided with the applicable accounting codes to include on their Travel Reimbursement forms.

Q. Will VDH reimburse for lodging if stay is not at the designated hotel?

A. Yes, VDH will reimburse at any hotel up to the lodging rate of \$89. Anything above the per diem rate is the employee's responsibility.

Q. If I make my reservation late and the rate is higher will I still be reimbursed?

A. Yes, VDH will reimburse at any hotel up to the lodging rate of \$89. Anything above the GSA lodging rate for Portsmouth is the employee's responsibility.

Q. If we use a state or rental vehicle, does that count as one of the three vehicles?

A. Yes. If you use a state vehicle, we will cover the fuel. If you rent a car, we will cover the rental and the fuel costs. If you use your personal vehicle, we will reimburse at the applicable rate.

Q. Who can spend the night (and which night can they spend)?

A. The Academy begins at 9:30 a.m. on May 17th so morning travel to the Portsmouth is feasible for many. However, lodging and per diem for May 16th will be covered for those travelers whose base office is more than 100 miles from the Renaissance Portsmouth Hotel. Lodging can be at Renaissance Portsmouth Hotel or another hotel on the way as long as it is at the per diem rate for that area.

Lodging and per diem will be covered for May 17th for travelers whose base office is more than 50 miles away from the Renaissance Portsmouth Hotel. Travelers whose base office is 50 miles or less from the Renaissance Portsmouth Hotel will be reimbursed for miles traveled above normal commute mileage.

Lodging and per diem is approved for the evening of May 18st for staff attending the Field Epidemiology Seminar on May 19th.

Lodging and per diem for May 19th will be covered for those travelers that are over 100 miles between their base office and Renaissance Portsmouth Hotel. Lodging can be at Renaissance Portsmouth Hotel or another hotel on the way home as long as it is at or below the lodging rate for that area.

Q. My district has an epidemiologist that is not funded by Preparedness grant funds. Can this person attend the Academy or the Field Epi Seminar?

A. Yes. Any appropriate staff member may attend and benefit from the grant travel funding. Again, the health district should plan and determine who is most appropriate to attend each day's events. Preparedness funding will support costs

for vehicles, rooms, and per diem, but not the individuals' time. (Remember, up to 6 people per district will be covered).

Q. Can only Preparedness funded staff attend the Field Epi Seminar?

- A. No. The Field Epi Seminar is open to any staff the health district deems appropriate. Health district staff must have prior approval from their supervisor. The Field Epi Seminar is scheduled from 9:00 to 4:15 to allow travel that morning. If your district has a van and wants to send your entire epi response team for the day, that is okay. There is no limit in attendance to the Field Epi Seminar (up to our maximum room capacity of 450). You may be reimbursed the travel expense for use of this van, but it will count as one of the FOUR vehicles eligible for reimbursement.

Note: You may extend an invitation to your partners outside VDH to ride along with you in a state or rental vehicle if it would help them attend the seminar. Please make sure all attendees register for the event. VDH WILL NOT reimburse for any travel cost for those outside the agency!

Q. Are meals provided?

- A. Lunch will be provided on May 17th and employees will NOT be reimbursed for lunch expenses on that day. Employees approved for overnight travel will be reimbursed for other travel-related expenses in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) Manual.

Q. Are employees traveling to and from the meeting each day eligible for meal per diem reimbursement?

- A. No. Travel-related expenses will be reimbursed in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) Manual.

Q. Are employees traveling to and from the meeting each day eligible for mileage reimbursement?

- A. Yes. Employees are eligible for travel reimbursement for mileage greater than their standard commute mileage. All applicable policies and procedures apply.

Q. How many cars will be funded per regional office?

- A. Carpooling is expected of regional team members attending the same portions of the meeting.

Q. If I forget to register for the meeting will I still be able to attend?

- A. Yes, if space is available. If you do not register and we do not have any seats, you will be responsible for your own lodging and travel expenses.

Q. Which central office and regional staff will be reimbursed for travel?

- A. All preparedness grant funded positions will be reimbursed for travel.

