

## **Travel Instructions for VA Central IRB Members who are VA Employees**

1. Each time a VA Central IRB member who is a VA employee travels to Washington, DC for a VA -Central IRB meeting, an online travel cost estimate must be submitted. When members are invited to attend a conference or training session at Office of Research and Development (ORD) expense, i.e., the annual PRIM&R conference or Local Accountability meetings, a travel cost estimate must also be submitted.

You may develop cost estimates by printing a copy of the online travel worksheet form. Please submit your estimated by filling out the same form online:

[http://www.research.va.gov/programs/pride/cirb/travel\\_form.cfm](http://www.research.va.gov/programs/pride/cirb/travel_form.cfm)

2. Meeting notices will be emailed to all members indicating the deadline for submission of the online travel estimates. Members must submit their online estimate by this date in order to receive a travel authorization prior to the meeting. For conferences and training sessions, an invitation will be e-mailed to the members by the VA Central IRB administrative staff to attend at ORD's expense. The deadline for submission of the travel cost estimates will be included in the invitation.
3. Complete a travel plan through your local VA facility prior to submitting travel cost estimates. This ensures the estimate is as accurate as possible. Submitting travel expenses online to ORD is an additional step but is necessary to make certain your VA facility is appropriately reimbursed for the costs of your travel.
4. Please take note of the following when completing the Travel Estimate Worksheet:
  - a. To facilitate finding a hotel that offers the government rate, please visit [www.fedroomssearch.com](http://www.fedroomssearch.com).
  - b. Provide the complete name and phone number of the hotel at which you plan to stay since we may need to contact you if there are changes in meeting time or location or if the meeting is cancelled or postponed.
  - c. [Check the per diem rates](#) for the destination city; these can change based on time of year.
  - d. For conferences (not regularly scheduled Central IRB meetings)- If the lodging costs at the conference hotel exceed the published per diem rate, please indicate this on the worksheet under the "Other Miscellaneous Expenses" section and describe the disparity.
5. Upon successful submission of the travel worksheet, you will receive an automated e-mail message indicating the submission was received. If you ever need to make changes to your travel estimate, just go back to the VA Central IRB travel webpage and resubmit your travel estimate again. We will delete the first estimate you provided, and use the data from the latest worksheet submitted.

You can resubmit changes as often as needed. Each time you will receive another automated e-mail message indicating the submission was received. If you must make a change after the deadline for submission of travel estimates, please contact René Sutton at 202-461-1817 or Hector Ramirez at 202-461-1819.

6. A travel authorization (TWX) will be forwarded to you no later than five work days prior to your travel date. You should provide a copy to your Travel or Finance Office. This authorization gives your facility authority to request reimbursement for your travel from ORD upon submission of your expense report.
7. If you do not receive a travel authorization within five work days prior to your travel date, please contact [Rene.sutton@va.gov](mailto:Rene.sutton@va.gov) or [Hector.ramirez@va.gov](mailto:Hector.ramirez@va.gov)
8. Once travel is complete, file an expense report and provide receipts (such as hotel, taxi, etc...) through your local VA facility as you normally would. Your facility can then request reimbursement from ORD based upon the travel authorization you received.