

## **Travel Instructions for VA Central IRB Members who are Without Compensation Employees**

1. Each time a VA Central IRB member who is a WOC employee travels to Washington, DC for a VA-Central IRB meeting, travel orders need to be processed through Fedtraveler. When WOC members are invited to attend a conference or training session at Research and Development (ORD) expense, i.e., the Annual PRIM&R conference or Local Accountability meetings, specific instructions for each meeting will be forwarded to the member concerning travel and reimbursement procedures.
2. WOC may also elect to make their own travel arrangements with the caveat that they will be reimbursed according with government authorized per diem rates.
3. Upon receipt of a VA Central IRB meeting notice, if you are able to attend, please call René Sutton at 202-461-1817. She will make the flight arrangement for you based on federal travel rules and create your travel plan in the Fedtraveler system. All airline flight expenses will be directly billed to ORD.
4. Please take note of the following when you e-mail or call the VA Central IRB Administrative staff confirming your travel orders:
  - a. Travel start and End-date - please make sure you request the correct travel beginning and end dates since these are the dates your authorized per diem rates will be based on.
  - b. To facilitate finding a hotel room that offers the government rate, please visit [www.fedroomssearch.com](http://www.fedroomssearch.com)
  - c. Provide the hotel confirmation e-mail or fax to René in order to complete your travel orders so she has the ability to contact you if there are any changes in meeting time or location, or if the meeting is cancelled or postponed.
5. Once your travel is completed you will receive an automated e-mail message through the FedTraveler system or René when your travel plan has been approved by the ORD Finance Office. A copy of your travel plan will be sent to you. If you do not receive your travel plan summary at least one week before your actual travel date, please contact René immediately.
6. Prior to your travel, please ensure that your airline ticket has been purchased. Notice of purchase will be sent out by FedTraveler, or René will e-mail you directly. If you do not receive this message within three days of your travel date, please contact René for further assistance.
7. If you ever need to make changes to your travel, please contact the VA Central IRB Administrative Staff as soon as possible. Each time a change is made you will receive another automated e-mail message indicating the submission was processed.
8. After completion of travel, we need several things sent to us via Federal Express (FedEx). Pre-addressed FedEx shipping labels will be provided to you.
  - a. Receipts
  - b. An itemized list of the receipts you are sending
  - c. A copy of your airline itinerary showing the price of the ticket

- d. A printout of a MapQuest/Yahoo/Google map that shows the mileage you will be claiming to and from the airport
- 9. To ensure prompt travel reimbursement, please FedEx original receipts for taxi/airport shuttle fares, airport parking or hotel parking to our office within five working days after travel was completed. We need original receipts, so faxing or scanning will not work. We do not need receipts for meals. René or another member of our staff will complete your expense report in the FedTravel System. You may be called if there are any questions.

We suggest you make a photocopy of the receipts, itemized list, and maps for your own records before mailing. The address for mailing is:

Department of Veterans Affairs (12)  
ATTN: René Sutton  
810 Vermont Avenue, NW  
Washington, DC 20420-0001

- 10. Upon approval of your expense report, you will receive an automated e-mail message through the FedTraveler system, or René will e-mail you directly. Your reimbursement will be automatically sent to the direct deposit account you placed on file when you were set up in the FedTraveler system upon your appointment to the VA Central IRB.
- 11. If you do not receive reimbursement within 30 days of travel, and you submitted all your receipts within five working days after travel was completed, please contact René Sutton at 202-461-1817 or [rene.sutton@va.gov](mailto:rene.sutton@va.gov) .