

CRI Domestic Travel Reimbursement for VA Employees Standard Operating Procedures

For Domestic Travel:

VHA employees traveling on CRI-reimbursed funds for domestic travel must have authorized official travel orders. Travelers must be on official duty and have a travel authorization to receive reimbursement for their travel expenses. Authorized Absence (AA) or Annual Leave (AL) for domestic travel is not official duty.

Investigator provides CRI with all of the following supporting documentation:

1. CRI Request for Check
2. Authorized Official Travel Orders. To obtain, you will need the following:
 - Advance Review of Offer to Donate Support for Official Travel Form 0893 signed by:
 - Traveler
 - Supervisor
 - Office of General Counsel - James.Kelly2@va.gov with a cc to OGCSouthEastEthics@va.gov
 - Medical Center Director
 - Office of Personnel Management Form 71 signed by:
 - Traveler
 - Supervisor
 - Request for Temporary Duty Travel Form V7 534 signed by:
 - Traveler
 - Service Chief
 - PENTAD Member
 - Reviewing Official
 - Approving Official (Medical Center Director)
 - Education Svc (ACOS-E)
 - Send signed and approved travel duty documentation to Lenny.Gilliland@va.gov to obtain VA travel orders
3. Supporting documentation includes hotel and airline receipts, flight itinerary, copy of meeting agenda, registration, MapQuest mileage, etc. For allowable per diem, see: <http://www.gsa.gov/portal/category/104711>

After review and approval of all documentation, CRI writes check payable to investigator.