



Conference Travel?

See Conference Request Process. Complete Conference Request Form in Vector.

Have you received an email from Learning and Development asking you to complete a Travel Request Form in Portal?

Wait for an email from Learning and Development. If not approved, you will receive a notification from Vector. You can track the status of your submission in Vector.

Is travel in state or out of state?

Request for Travel form in Portal due at least 15 days before travel. The Travel Request Form must also be used when requesting reimbursement for personal mileage

Request for Travel form in Portal due at least 45 days before travel

Day travel (no overnight needed)?

Per diem not provided

Meals will be reimbursed at the published General Services Administration (GSA) rates, which include breakfast, lunch, dinner, and incidentals such as tips and gratuities. Breakfast: Travel that begins before 7:00 AM Lunch: Travel that begins before 12:00 PM Dinner: Travel that begins before 6:00 PM on the first day of travel and/or ends after 6:00 PM on the last day of travel. Per diem for meals should be requested in advance using the Travel Reimbursement form (TRF) generated by the Finance Generalist II. Receipts are not required when a per diem is paid.

Do you have dietary restrictions?

No further action needed

GOAL will make reasonable efforts to accommodate dietary restrictions and preferences of employees. Please notify the event coordinator or organizer in advance if you have any specific dietary requirements. For questions, concerns, or further information regarding meals provided during work events, please contact the HR Department.

Will you be using a GOAL fleet vehicle?

Include this information on the Travel Request Form. These are approved for local and in-state travel. They should be the first choice for transportation, and staff must reserve them for travel. GOAL Fleet Vehicles have WEX Cards for gasoline purchases. If a Fleet vehicle is unavailable, staff can request personal mileage

Reimbursement for personal mileage must be pre-approved and will be paid at the allowable rate (GSA). Mileage is tracked using Google Maps and should only include travel to and from departure and return locations. Virtual employees at GOAL will receive personal mileage based on their home zip code to the destination site. Requests for personal mileage reimbursement must be submitted within a 30-day window following the trip. Utilize the mileage log for documenting multiple trips, as needed. Personal auto insurance is primary when traveling in your own vehicle. See the full travel policy for information about rental cars, shuttles, taxis, Ubers, air travel, baggage fees, parking, tolls, tickets, and violations.

Do you need a hotel?

Whenever possible, hotel/lodging arrangements should be made well in advance to take advantage of conference rates and special pricing. Hotel selection considers pricing, safety, and proximity to the venue. Employees should use prudent judgment when choosing accommodations. Lodging will be reimbursed for the minimum number of nights required for school business. Payment for hotels will be handled by the Finance Generalist II via Pcard or PO. Personal credit cards are required for incidentals. Additional nights for personal leisure must be arranged and paid for by the employee. Overnight stays will be determined based on travel times, conference/meeting start times, safety considerations, and weather conditions.

No further action needed