

Directions for VA Central IRB Members Who are Without Compensation (WOC) Employees

1. Each time a VA Central IRB member who is a WOC 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 estimate by filling out the same form online:

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 the 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 expense. The deadline for submission of the travel cost estimates will be included in the invitation.
3. Upon receipt of the meeting notice or invitation and you are able to attend, please call Rene Sutton at 202-254-0376. She will make flight arrangements for you based on federal government travel rules and create your travel plan in the Fed Traveler system. All airline flight expenses will be directly billed to ORD. Be sure and obtain the cost of the flight from Rene upon confirming a flight reservation.
4. WOC employee members should then complete the Travel Estimate Worksheet as accurately as possible.
5. Please take note of the following when completing the Travel Estimate Worksheet:
 - a. Travel Start and End Date- please make sure you enter the correct travel beginning and end dates since this is how your authorized per diem reimbursements will be based.
 - b. To facilitate finding a hotel room that offers the government rate, please visit www.fedroomssearch.com.
 - c. Provide the complete name of the hotel at which you plan to stay since we may need to contact you if there are any changes in meeting time or location or if the meeting is cancelled or postponed.
 - d. To get your airfare rate, see the itinerary emailed to you from the Fed Traveler system, or contact Rene Sutton at 202-254-0376.
 - e. Lodging Per Night and Per diem for Meals- [Check the per diem rates](#) for the destination city; these can change based on time of year.
 - f. 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
6. Upon successful submission of the travel worksheet, you will receive an automated e-mail message reply indicating the submission was received. You will also receive

an automated e-mail message through the Fed Traveler system when your travel plan has been approved by the ORD Finance Office. A copy of your travel plan will be sent to you or made available at the VA Central IRB meeting.

7. Prior to your travel, please ensure that your airline ticket has been purchased. You should receive an automated e-mail message from Fed Traveler indicating the ticket was purchased. This will be sent out by Fed Traveler once your travel plan is approved by the ORD Finance Office. If you do not receive this message, please check the Fed Traveler system at www.fedtraveler.com. You should have been issued a user name and password by Rene Sutton. Enter your user name and password and then click on "Itineraries" on the right of the screen. Select the appropriate itinerary and the system will indicate if the ticket has been purchased or not. If not, call the Fed Traveler customer service number at 1-800-356-9513 or Rene Sutton for further assistance.
8. 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.
9. After completion of travel, we need several things sent to us via Federal Express. Pre-addressed Federal Express 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
10. To ensure prompt travel reimbursement, please mail original receipts for taxi/airport shuttle fares, airport parking or hotel parking to our office within five working days. We need original receipts, so faxing or scanning will not work. We do not need receipts for meals. Rene or another member of our staff will complete your expense report in the Federal Traveler system. You may be called if there are any questions.

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

Office of Research and Development
Program for Research Integrity and Development
ATTN: Rene Sutton
810 Vermont Street, NW
Washington, DC 20422

10. Upon approval of your expense report, you will receive an automated e-mail message through the Fed Traveler System. Your reimbursement may be split between your credit card and the direct deposit account you placed on file when you were set-up in the Fed Traveler 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 the five working days after travel was completed, please contact Annette Anderson at 202-254-0204 or annette.anderson3@va.gov.