

DEPARTMENT POLICY

Virgin Islands Department of Education Inter-Island Travel

September 1, 2022

Fiscal & Administrative Services
Policy and Procedures



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

POLICY NAME	Inter-Island Travel			POLICY NO.	1.2
EFFECTIVE DATE	September 1, 2022	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Apyrl Henry		CONTACT INFORMATION	340-774-0100 / 8009	
APPLIES TO:					
GROUP 1	All VIDE Personnel	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

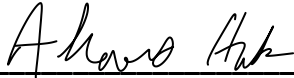
APPROVAL AND REVIEW

Division Head



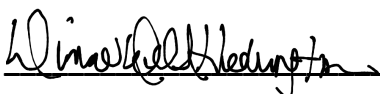
Date: 8/29/2022

Legal Counsel



Date: 9/1/22

Commissioner



Date: 09/02/2022

SCOPE

Commissioner of Education, Deputy Commissioner of Fiscal and Administrative Affairs, Business Office, Office of Federal Grants, State/District Directors and Managers, and VIDE Travelers.

POLICY STATEMENT

This document establishes how travel should be arranged and approved, and the parameters that must be adhered to while conducting business connected with or pertaining to the Virgin Islands Department of Education (VIDE). All travel must be done in accordance with this Policy to qualify for reimbursement. It is VIDE's policy to reimburse employees for ordinary, necessary, and reasonable expenses directly related to VIDE travel.

TERMS AND DEFINITIONS

TERM	DEFINITION
VIDE	Virgin Islands Department of Education
ERP	Enterprise Resource Planning System
TV	Travel Voucher
CGB	Consolidated Grant Budget
GTR	Government Transportation Request

EXCEPTIONS

No exceptions.

RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

This procedure is guided by the provisions outlined in the Government of the Virgin Islands Travel Regulations - Executive Order No. 439-2008, dated May 19, 2008

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director of Financial Reporting & Program Quality Assurance	Creation of the policy
Business Office Directors	Input
Deputy Commissioner of Fiscal & Administrative Services	Pre-Approval of the policy
VIDE Commissioner	Approval of the policy

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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Inter-Island Travel Policy

PURPOSE

This document establishes how travel should be arranged, and approved, and the parameters that must be adhered to while conducting business connected with or pertaining to the Virgin Islands Department of Education (VIDE). All travel must be done in accordance with this Policy to qualify for reimbursement. It is VIDE's policy to reimburse employees for ordinary, necessary, and reasonable expenses directly related to VIDE travel.

ABBREVIATIONS

VIDE - Virgin Islands Department of Education
ERP - Enterprise Resource Planning System
TV - Travel Voucher
CGB - Consolidated Grant Budget
GTR - Government Transportation Request

POLICY

This procedure is guided by the provisions outlined in the Government of the Virgin Islands Travel Regulations - Executive Order No. 439-2008 dated May 19, 2008.

PROCEDURES

Responsibilities

Commissioner of Education

The Commissioner of Education has the responsibility for administering the travel policies of the Department, to approve the business purpose of official travel, and to certify that the travel is necessary and serves the best interests of the Department.

Deputy Commissioner of Fiscal and Administrative Affairs

The Deputy Commissioner of Fiscal and Administrative Affairs is responsible for overseeing the administration of the Department's travel and business-related expense policy, for issuing appropriate guidelines and procedures for its implementation, to ensure that the travel-related costs are reasonable, and to review and monitor all travel expenses and claims for reimbursement.

Business Office

The Business Office has the responsibility to ensure that official travel is properly approved by persons authorized to do so, to ensure that documentation submitted in support of travel related expenses and claims for reimbursement are valid and complete, and that such expenses are made in full compliance with the applicable provisions of this policy. The Business office is also responsible for entry and approval of all travel documents into the local and federal ERP MUNIS system.

Office of Federal Grants

The Office of Federal Grants has the responsibility to ensure that all travel adheres to the applicable federal regulations governing the use of grant funds, the funds are available within the grants budget, and to ensure the travel costs charged to the federal grant are allowable, reasonable, and allocable.

State/District Directors and Managers

The State/District Directors and Managers are responsible for approving the travel and travel-related expenses of persons reporting to them, for ensuring that funds are available for the approved travel, that travel related expenditures comply with the Department's policy and fund source restrictions, that a Travel Voucher is filed upon the completion of authorized travel, and that appropriate documentation is provided to substantiate all expenses and requests for reimbursement.

Travelers

Travelers have the responsibility to perform their travel duties in conformity with the provisions of this policy, to ensure that prior approval is obtained for the business purpose as well as business-related expenses associated with the planned travel, and to present appropriate documentation that is valid and complete to support their travel reimbursement claims.

Travel

It is VIDE's intent to allow for adequate accommodation for employees and student groups/organizations who are required to travel on VIDE business. It is also expected that these employees will use discretion and good judgment in spending VIDE funds.

Inter-Island travel is defined as travel within St. Thomas, St. John, and St. Croix. Each employee or student groups/organizations traveling is expected to complete an Inter-Island Government Travel Request form or "GTR" and submit it to the following travel emails for approval at least ten (10) days prior to travel:

St. Thomas/St. John District only - stjttravel@vide.vi

St. Croix District only - stxtravel@vide.vi

Once the travel is completed, the travel voucher and all required supporting documentation must be submitted to the Fiscal Office travel email below in order to process a reimbursement based on the following timeline:

- Inter-Island Same Day Travel: Submitted within three (3) business days of travel
- Inter-Island Overnight Travel: Submitted within three (3) business days of travel.

Please submit the travel voucher to the below email:

travelvoucher@vide.vi

Inter-Island GTR Procedures:

1. All requests for inter-island travel begins at the division level and must, subsequently, be submitted to the Business Office for processing at least ten (10) days in advance.
2. For all federal related travel, the travel packet (GTR and supporting documents) must be submitted to the Federal Grants Office for review at least ten (10) business days before the date of travel. Within two (2) business days, the Federal Grants Office will review and submit the travel packet to the Business Office for further processing.
3. For all local related travel, the travel packet (GTR and supporting documents) must be submitted to the Business Office at least ten (10) business days before the date of travel. Within two (2) business days, the Business Office will review and submit the travel packet to the Fiscal and Administrative Services Office for certification.
4. Within two (2) business days, certified documents from the Fiscal and Administrative Services Office are transmitted to the Commissioner's Office for approval.
5. Within two (2) business days, the Commissioner's Office transmits the approved GTR to the travel email and the initiator.

NOTE:

Any travel requests received without proper documentation (missing signatures, booking confirmation, account code, incorrect travel dates, liquidation sheets, etc.) will be returned to the division within six (6) business days. Any rejected travel request should be revised and resubmitted to the Business Office or Federal Grants Office within one (1) business day of receipt.

6. All following supporting documentation must be included in the travel packet for employee and student travel: (Please ensure that it is one consolidated PDF file)
 - a. Airline Booking Confirmation
 - b. Approved inter-island GTR
 - c. Hotel confirmation/quote (if applicable)
 - d. Cash Advance request form (to include the employee vendor number-local and federal)
 - e. Training/Conference registration (if applicable)
 - f. Federal Consolidated Grant Budget - CGB (if applicable)

NOTE:

An approved GTR is required for all VIDE-related travel, including travel paid through fundraising. All required documents must be submitted for approval prior to travel. If travel has taken place without prior approval, please note that future travel for the employee may be restricted.

Air Booking Procedures

Programs are responsible for making their own airline reservations through its Seaborne/Silver Airways corporate account. All air travel shall be economy class; and excursion fares, round-trip fares, advanced purchases, and other reduced fares shall be employed whenever possible.

Lodging

Prudent judgment should be used when selecting a hotel. A standard non-smoking room should be reserved. The cost of the hotel should include the room rate, taxes, fees, and service charges. The hotel reservation should be secured, and the funds encumber for the hotel payment before travel. The hotel may ask employees to present a credit card upon check-in for incidental charges. This may vary based on the selected hotel's policy. Employees may accept room upgrades if the upgrade is at no additional cost to VIDE.

Per Diem

For travel that requires an overnight stay, per diem will be \$75.00 per night. Students will receive a per diem of \$50.00 per night. While attending trainings or conferences where meals are provided, no per diem is to be included. Instead, VIDE will reimburse the traveler for meals purchased that were not provided during the training/conference once accompanied by an itemized receipt.

Travel Expense (T&E) Reimbursement

In general, travelers will be reimbursed for travel expenses that are ordinary, necessary, reasonable, and actual. Requests for reimbursement of expenses must be submitted to travelvoucher@vide.vi on the travel voucher form to include the account code for reimbursement, travel dates, name of the traveler, and must be signed by the employee within three (3) business days of travel. Documentation should be in the form of original bills or itemized receipts that provide a description of goods or services received.

1. For all federally funded travel where the traveler is required to reimburse the GVI, within three (3) business days, the Fiscal Office will review and submit the travel packet to the Federal Grants Office for approval. Within three (3) business days, the Federal Grants Office will review and submit the travel packet to the Fiscal and Administrative Services for certification.
2. For all locally funded travel and all other federally funded travel vouchers, within three (3) business days, the Fiscal Office will review and submit the travel packet to Deputy Commissioner of Fiscal and Administrative Services for certification.
3. Within three (3) business days, documents are certified and approved by the Deputy Commissioner of Fiscal and Administrative services and are returned to the Business Office for payment processing.
4. Within three (3) business days of receipt, the Business Office is required to enter the travel reimbursements in the Federal or Local ERP system for payment.

The following must be submitted to travelvoucher@vide.vi along with the travel voucher for approval:

- Approved GTR signed by VIDE Certifying Officer, and Commissioner.
- Boarding passes
 - If a boarding pass is missing, the employee is required to submit a written and signed letter which should state where and when the employee travelled and

why the employee is missing the boarding pass. The signed letter must be notarized if two or more boarding passes are missing. Please note that notary expense will not be reimbursed to the traveler.

- Paid registration fee (if applicable)
- Paid itemized hotel folio (if applicable). Receipt is required to have a \$0.00 balance.
 - Only base fare, taxes and required fees will be reimbursed. Any upgrade fees, room service, or any other personal charges will not be allowed.
- Federal Consolidated Grant Budget - CGB (if applicable)
- Signed and approved deviation form (if applicable)

Non-GVI Employee Travel Reimbursement

No cash advances will be provided to non-public and non-gvi employee school travel; instead, the school or traveler will be reimbursed for actual costs only. Non-public schools and non-gvi employees are required to adhere to all portions of this travel policy. The following must be submitted to the Fiscal Office along with the school's travel voucher for approval:

- Approved travel letter signed by the school's Principal or Headmaster, Program Manager, and Federal Grants Manager. The letter must state the travel details, traveler's name, and the purpose of the travel.
- Approved travel letter signed by VIDE Commissioner
- Airline itinerary, invoice, and receipt
- Boarding passes
- If a boarding pass is missing, the traveler is required to submit a written, and signed letter which should state where and when the traveler travelled and why the traveler is missing the boarding pass. The signed letter must be notarized if both boarding passes are missing. Please note that notary expense will not be reimbursed to the traveler.
- Paid itemized hotel folio (if applicable). Receipt is required to have a \$0.00 balance.
 - Only base fare, taxes and required fees will be reimbursed. Any upgrade fees, room service, or any other personal charges will not be allowed.
- Paid registration fees (if applicable)
- Itemized receipts for meals, meals will be reimbursed up to \$75.00 per night
- Federal Consolidated Grant Budget - CGB (if applicable)

NOTE

Any requests for reimbursements or encumbrances that lack sufficient information will be rejected and returned to the requesting employee and/or designee within six (6) business days. Any rejected travel voucher should be revised and resubmitted in its entirety in one pdf file back to the traveltoucher@vide.vi email within one (1) business day of receipt.

VIDE will not reimburse an employee and/or designee for separate travel costs associated with family, friends, and non-VIDE employees.

Tips

Tips paid on meals and transportation services will be reimbursed to the traveler up to 15% of the bill. Tips paid up to \$20.00 for maid service will be reimbursed to the traveler. No other tips will be reimbursable.

Cancellations

Airline

Reservations should be canceled as soon as possible if there has been a change in travel plans. The traveler/designee and/or Activity Center is responsible for canceling the airfare and hotel reservations. Any fees associated with the failure to cancel will be the full responsibility of the traveler.

Hotel

The traveler and/or the designee must notify the hotel directly of any cancellation or delay and contact the Business Office to cancel any open purchase orders related to the travel. Any fees associated with the failure to cancel will be the full responsibility of the traveler.

Deviations

No policy can anticipate every situation that might arise. Should there be any deviation from travel, written correspondence (template attached) must be addressed to and submitted to the Business Office with the travel voucher packet. The written correspondence should include the reason for the deviation and a breakdown of the additional expenses. Each traveler must use his/her best professional judgment in determining if the deviation is reimbursable under this Policy.

If an employee fails to return to the territory on the approved travel return date due to personal reasons, the employee will be responsible for all additional expenses. If the employee is unable to return due to a pandemic or natural disaster, VIDE will pay for the return flight and/or change fees, and the first night of the quarantine period, which should be equal to or comparable to the previously approved hotel rate. The employee will be responsible for any additional expenses occurred after to include but not limited to additional hotel charges, food, and transportation.

Accountability

All persons traveling on behalf of the Virgin Islands Department of Education and those who approve expense reimbursement are accountable for their actions relative to the approval of travel, travel expenses incurred, and claims for reimbursements received, made, and approved. Travelers and approvers of travel are deemed to be knowledgeable of the Department's travel policies and procedures and the compliance requirements applicable to federal grants regulations governing travel expenditures.