

**Public Health and Healthcare Preparedness Summit 2022
&
Virginia Epidemiology Seminar**

Frequently Asked Travel Questions

Q. What resources will be provided to fund attendance at the Summit?

- A.** Federal Public Health Emergency Preparedness (PHEP) funds will be used to reimburse travel costs for up to THREE VEHICLES per district (one round trip each) and sufficient OVERNIGHT STAYS to accommodate the intended audience (UP TO SEVEN ROOMS per night).

The targeted district attendees include Health Directors, Local Health Emergency Coordinators, Epidemiologists (2), Medical Reserve Corps Coordinators, Business Manager and a Nurse Manager. It is the responsibility of the Health District to coordinate travel and attendance for participants to take advantage of the funding being made available.

Q. Do standard travel policies apply for the Summit?

- A.** Yes. You must follow all standard travel policies regarding use of state vehicles, rental cars, Travel Authorization Request Forms (including supporting documentation) and reimbursement rates for personal vehicles.

Q. When and where do travel reimbursement requests need to be submitted?

- A.** All travel reimbursements need to be keyed by November 18th - **no exceptions**. Any travel reimbursements keyed after this deadline will be the responsibility of the District/Office. To expedite the reimbursement process, Districts/Offices should use the PHEP project code 0000119389 under their cost codes to process their attendees' travel reimbursements. Other travel related costs (such as direct bill for lodging or enterprise vehicles) can be reported later.

Q. Can hotel accommodations be direct billed to the Office of Emergency Preparedness?

- A.** No. All hotel and vehicle arrangements are the responsibility of the attendee. VDH attendees will be provided with the applicable accounting codes to include on their Travel Reimbursement forms.

Q. Can hotel accommodations be direct billed to my District?

The hotel is not willing to make Direct bill arrangements with individual Districts/Offices. The District/Office will be responsible for all charges to the account including rooms (even those reserved and not used or cancelled) and other charges (meals, movies, etc.).

Q. Will VDH reimburse for lodging if stay is not at the designated hotel?

- A.** Yes, VDH will reimburse at any hotel up to the GSA lodging rate for Hampton of \$96/night. Anything above the per diem rate is the employee's responsibility.

Q. Is there a code or name for our block of rooms?

A. If asked when making your reservations, please use the Code PHA

Q. If I make my reservation late and the rate is higher, will I still be reimbursed?

A. Yes, VDH will reimburse at any hotel up to the GSA lodging rate of \$96. Anything above the GSA lodging rate for Hampton is the responsibility of the attendee.

Q. If we use a state or rental vehicle, does that count as one of the two vehicles?

A. Yes. If you use a state vehicle, we will cover the fuel. If you rent a car, we will cover the rental and the fuel costs. If you use your personal vehicle, we will reimburse at the applicable rate.

Q. Who can spend the night (and which night(s) can they spend)?

A. The Summit begins at 1:00 p.m. on September 27th so morning travel to Hampton is feasible for many. However, lodging and per diem for September 26th will be covered for those travelers whose base office is more than 250 miles from the Hampton. Lodging can be at the Hampton Embassy Suites or another hotel on the way as long as it is at the per diem rate for that area.

Lodging and per diem will be covered for September 27th for travelers whose base office is more than 50 miles away from the Hampton Embassy Suites Hotel. Travelers whose base office is 50 miles or less from the Hotel will be reimbursed for miles traveled above normal commute mileage.

Lodging and per diem is approved for the evening of September 28 for staff attending the Virginia Epidemiology Seminar and for those travelers that are over 100 miles between their base office and Hampton. Lodging can be at a Hampton or another hotel on the way home as long as it is at or below the lodging rate for that area.

Lodging and per diem for September 29th will be covered for those travelers attending the Virginia Epi Seminar Workshop that are over 100 miles between their base office and the Hampton Embassy Suites Hotel can be at a Hampton hotel or another hotel on the way home as long as it is at or below the lodging rate for that area.

Lodging and per diem for September 29th will be covered for those travelers attending the Epidemiology Workshop on September 30th.

Q. My District has Additional staff that would like to attend. Can they attend the Summit or the Virginia Epi Seminar?

A. Yes. Funding will only be provided for those designated. At this time, space does not allow for additional people to attend the Summit. Any appropriate staff member may attend and benefit from the Virginia Epidemiology Seminar if it is appropriate for their job duties, approved by district leadership and funded by the district.

Again, the Health District should plan and determine who is most appropriate to attend each day's events and utilize travel funding provided...

Q. Can only Preparedness funded staff attend the Virginia Epi Seminar?

A. No. The Virginia Epi Seminar is open to any staff the Health District deems appropriate. Health District staff must have prior approval from their supervisor. The Virginia Epi Seminar is scheduled from 9:00 to 4:15. If your district has a van and wants to send your entire epi response team for the day, that is okay. There is no limit in attendance to the Virginia Epi Seminar (up to our maximum room capacity of 400). You may be reimbursed the travel expense for use of this van, but it will count as one of the THREE vehicles eligible for reimbursement.

Note: You may extend an invitation to your partners outside VDH to ride with you in a state or rental vehicle if it would help them attend the seminar. Please make sure all attendees register for the event. VDH WILL NOT reimburse travel costs for those outside the Agency.

Q. Are meals provided?

Breakfast and Lunch will be provided on September 28th and employees will NOT be reimbursed for lunch expenses on that day. Lunch will be provided for VES attendees on Sept 29. Employees approved for overnight travel will be reimbursed for other travel-related expenses in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) Manual. Employees staying in hotels that provide breakfast will not be reimbursed for breakfast expenses. The Embassy Suites in Hampton has a full service restaurant currently only serving dinner but that might change, and a Coffee Shop with "grab and go" breakfast and lunch items.

Q. Are employees traveling to and from the meeting each day eligible for meal per diem reimbursement?

A. No. Travel-related expenses will be reimbursed in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) Manual.

Q. Are employees traveling to and from the meeting each day eligible for mileage reimbursement?

A. Yes. Employees are eligible for travel reimbursement for mileage greater than their standard commute mileage. All applicable policies and procedures apply.

Q. How many vehicles will be funded per regional/Central office?

A. Carpooling is expected of Central and regional team members attending the same portions of the meeting.

Q. If I forget to register for the meeting will I still be able to attend?

A. No, if you do not register and we do not have any seats, you will be responsible for your own lodging and travel expenses.

Q. Which Central Office and regional staff will be reimbursed for travel?

A. All Public Health Emergency Preparedness (PHEP) grant-funded positions will be reimbursed for travel.