

Out of State Training and Travel Request Information Sheet

Overview

Reimbursement for out-of-state training and travel expenses is allowable but requires prior approval from MOVA. If a training is available outside the Commonwealth, subrecipients must specifically request to use funds to support those costs. All out of state travel must be approved by MOVA prior to incurring expenses via the out of state travel and training form on eGrants. Training related travel includes transportation, meals, lodging and registration fees to attend training. Once approved, travel expenses will be reimbursed according to the pre-approved budget and are not to exceed a subrecipient travel policy. This information sheet will outline the requirements surrounding this allowable cost.

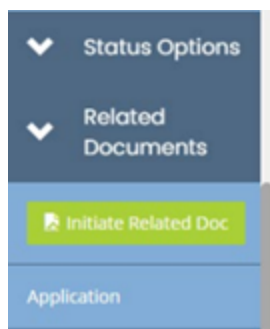
Process

Subrecipients are encouraged to look first for available training within their immediate geographical area to minimize travel costs. If needed training is unavailable close by, funds may be authorized for out of state travel. The travel must be:

- Necessary to assist in the completion of the funded program goals and objectives;
- Specific to the purpose of the funded program;
- Appropriate to the position and responsibility of the individual or individuals traveling; and
- Directly benefiting the funded program.

Complete the process in eGrants by following the steps below:

- The Out of State Travel Request can be initiated during the following statuses:
 - Pre-Contract Adjustments Required
 - Contract Executed
 - Amendment in Process
 - Amendment in Program Coordinator Review
- The only roles who can initiate, work on, and submit this form are:
 - Agency Administrator
 - Authorized Representative
 - Programmatic Contact
 - Alternative Programmatic Contact
- Navigate to your application. Inside the application, scroll down the lefthand panel until you reach the green Initiate Related Doc button (pictured below).



- Once you click the Initiate Related Documents button, a pop-up menu will appear asking you to select a Parent Document and Available Document. Document Identifier can be blank. In the Parent Document drop down, select the name of your application. Once the parent document is selected, Available Documents will update to show the documents you can initiate. Select the applicable fiscal year's Out of State Travel Request option and click the green Create button. A second pop-up will confirm that you are starting an Out of State Travel Request, click the green Create button.

- Once initiated, you will be taken to the Document Landing Page, which functions as the home page for the Out of State Request Form. Click into the form, fill out the questions and/or upload the required forms, and save frequently
- When the form is complete, saved, and no error checks are left, submit to MOVA by scrolling down the lefthand panel, clicking on Travel Request Submitted from Status Options, and confirm your submission in the pop-up box. If any information is missing, that information will be found in the pop-up box
- Confirm your submission once the page refreshes and find the status on the Document Landing Page as Travel Request in Review. You and all other applicable roles will also receive an email shortly after

Tips and Best Practices

- OSTRs must be submitted in eGrants more than 30 days prior to the event. Failure to meet this requirement may result in your request being denied.
- Back up documentation such as airfare receipt, hotel receipt, car rental receipt, etc. must be maintained.
 - Based on your monitoring level, you may be required to submit back up documentation with the applicable expenditure report in order to receive reimbursement.
- Although funds for out of state travel may be approved on the budget, the OSTR must be approved by MOVA in advance of expending the funds.
- eGrants Tips:
 - If you are unable to see the full page, your screen may be zoomed in too much. Either zoom out or use the scroll bar at the bottom of the page to scroll left and right
 - Save frequently