Travel to Professional/Academic Meetings as a VA Employee
(version 4.1, approved by Academic Excellence Council, November 13, 2019, updated 1-27-20)

1. Who is paying?
   - VA Education for mission travel or personal CME, go to Education Sharepoint site
   - VA Research
   - CVRE donated travel
   - University donated travel
   - Industry donated travel

2. Entering Leave
   - No leave you are on official duty status
   - No leave you MUST be on official duty status
   - Your supervisor decides. Usually LN (formerly known as Authorized Absence or Administrative Leave)
     - LN is NOT an official duty status
   - Your supervisor decides. Usually LN or annual leave (LA)
     - If you are receiving an honorarium, you must be on annual leave

3. Making Travel Arrangements
   - Through travel office in fiscal (x4317)
   - Obtain travel # from travel office (x4317); Make travel arrangements per CVRE procedures
   - Travel arrangements per University procedures; no interaction with travel office
   - By yourself; no interaction with travel office

4. Consultation with OGC Midwest Ethics
   - Not Required
   - You need form 0893 (with your travel number) approved by OGCMidWestEthics@va.gov
   - If LN, Not Required
   - If you are receiving donated travel and/or an honorarium from industry you are strongly encouraged to consult OGCMidWestEthics@va.gov to ensure the activity does not violate government conflict of interest laws, even if performed outside your tour of duty or on annual leave

*To attend a study section at NIH you have to take LN which means that travel cannot be paid for by CVRE or VA

FOREIGN TRAVEL
Start the process at least 90 days in advance by completing foreign travel forms and obtaining an official passport. If travelling on your own passport, you must take Annual Leave (LA).