For BRET Graduate Students

TRAVEL GUIDE

2020-2021
VU TRAVEL POLICY

https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf

- This PowerPoint is designed to surmise the Travel Process for BRET Graduate Students. It does not cover the Travel Policy in Full.
- If students follow this PowerPoint they will adhere to the policy.
- If students have questions not covered in the PowerPoint they should ask their Travel Coordinator before acting.

- **Failure to adhere to the Policy may render your expenses non-reimbursable**
STEP TO STUDENT TRAVEL

1. Travel Funds & Permission
2. Travel Reservations
3. Traveling
4. Expense Reporting
RECORDING PERMISSION AND FUNDING

BRET Students are required to fill out INTENT TO TRAVEL FORM prior to booking Vanderbilt sponsored travel.

Fill out the form shows you have permission to travel as well as gathers all of your funding sources in one place.

- Used for the following travel travel purposes
  - Conference Attendees, Lab Seminars, Collaborations, Career Development, externships, etc.
- Collects funding information for University Funds, Medical Center funds, and outside funding.
- Email the completed form to aaron.w.howard and your Program Manager.
STUDENT’S PORTION

1. Read And Fill Out The Top
2. Answer Most Check Box Questions
   • Ignore VUMC funding box
3. Sign AND PRINT at the Bottom
4. Take Form to Mentor, DGS, and Financial Administrators
5. Email Completed form to your Program Coordinator and aaron.w.howard@vanderbilt.edu
FACULTY & STAFF SIGNATURES

**Mentor And DGS**

Collect their signatures if needed. Ask about funding and it’s administrators.

**Financial Administrators**

Have them fill out billing center Information and the “Benefit to Grant” if applicable.
VUMC FUNDING

Some of your Funding may come from VUMC Sources

VU Students Cannot Bill VUMC Centers Directly

In Oracle, student will need to bill at VUMC expenses to

182.05.18410.6305.009.000.000.0.0
INTERNATIONAL STUDENTS

International Students must inform the International Tax Office of travel plans.
  - ITO@Vanderbilt.edu

Let them know:
  - Where, When and Why You’re traveling
  - Your Nationality

They will ensure your travel is compliant with all tax regulations
GRADUATE SCHOOL TRAVEL AWARD - $500

2021-2022 application.

Eligibility: To apply the student must:

• Have completed one full academic year in the Graduate School.

• Be attending a major regional, national, or international conference.

• Have travel authorization from their department prior to travel.

• Begin their travel in the year the grant is awarded (grants are awarded per budget year July 1-June 30).

• Use the award for the conference listed in this application (there are no substitutions).

Awards are deposited directly into student accounts

Please note your application on the Intent to Travel form
TRAVEL RESERVATIONS
CHOICE IN BOOKING TRAVEL?

Book Yourself
1. Book Flight in Concur
2. Book Hotel
   • Through Conference
   • Hotel Website
   • Or Concur
3. Registration
   • Conference Website
4. Submit expenses in Oracle

Pay via OneCard
1. Print off Itinerary
2. List Flights, Hotel, Conference
3. Email Itinerary and Intent to Aaron
4. Meet in person to register/book
5. Aaron will submit the Expenses
BOOKING VIA ONECARD

Students who do not want to pay travel expenses with their personal card may request a Guest Travel Coordinator pay via OneCard. Aaron is the Guest Travel Coordinator for BRET Students.

I will need your Intent and Travel Itinerary Proposal Form

- Card cannot be used without complete funding info

Conference Fees are exempt Guest Travel Coordinator rules

**IN EMERGENCIES:** Conference Fees may be paid by a lab/department/ PI OneCard holder
ALL FLIGHTS MUST BE BOOKED IN CONCUR

• Expenses submitted for reimbursement that are deemed in violation of this policy may not be reimbursed to the employee/traveler. These violation(s) are governed by the appointed Chief Business Officer
BOOKING FLIGHTS

• Travelers are required to utilize Vanderbilt’s online booking tool or contact the travel agency to make reservations.

• The university requires travelers to purchase the lowest available economy/coach class airfare that meets the business needs of the travel.

• Price Matching Tickets
  • Call World Travel at (877) 271-9258
  • useful for international travel
RENTAL VEHICLES

- Travelers will use the online booking tool, travel agency, or directly with rental car vendors using the university’s discount codes.

- Rental of up to a mid-sized car is an allowable expense. Exceptions are permissible if there are three or more employees traveling together or if there are other valid business needs. The exception must be documented on the traveler’s expense report.

- All tolls, fuel, GPS, and parking fees incurred while traveling for business are allowable expenses. Tickets or fines associated with parking, travel violations, or vehicle lockouts are not allowable.
TRAVEL VIA PERSONAL VEHICLE

• Vanderbilt will reimburse travelers for the business use of a personal vehicle at the current IRS mileage rate for the actual mileage incurred.
  • Reimbursed at 58¢ per mile
  • A Google map mileage calculation is acceptable documentation for mileage reimbursement.

• Vanderbilt requires a round-trip airfare comparison if the mileage exceeds 1,000 miles. Use Google Maps to record your route.

• The university will reimburse travelers for tolls and parking fees incurred while traveling. Tickets or fines associated with parking, travel violations or vehicle lockouts are not reimbursable.
HOTEL AND LODGING

• Travelers will use the online booking tool or travel agency to book hotel rooms.
  • If lower rates for accommodations are available through a conference rate, the traveler may book through that website.
• Vanderbilt will permit travelers to stay in accommodations that are reasonable and appropriate for the business purpose and location.
  • Including Airbnb
• Slip the receipt when sharing rooms
  • If you did not split the receipt Contact Aaron to split the funding source in Oracle Expense.
• Make Sure to get a receipt when you check out!
EXTENDED STAY/VACATION

• PI approving- you may extend your Travel stay for Vacation time
• VU will not pay for your Vacation but will pay for your return flight up to the cost of a normal return flight.
  • Include a screenshot of Concur’s flight prices in your Oracle expense report.
TRAVELING
TRAVEL MEALS

• Take pictures of all your receipts so you do not lose them

• Original receipt documentation for all expenses equal to or greater than $75 is required and individuals are to exhaust all measures to obtain required receipts. Individuals are required to provide a justification if a receipt copy is not available.

• Original Receipts should include
  • Itemized list of purchases
  • The last 4 of credit card being charged
  • May include a Reasonable tip of 15-20%
VANDERBILT PER DIEM REIMBURSEMENT

• Vanderbilt’s per diem rate is $59 a day. The per diem rate includes all meals, snacks, room service, and tips for an entire day while traveling for Vanderbilt business purposes. The per diem rate requires a minimum overnight stay outside of Davidson or surrounding counties.

• The rate cannot be used on trips that include group meals, business meals, entertainment, or if meals were included as part of a registration fee.

• The rate cannot be used if any portion of the trip is federally funded.
EMERGENCIES WHILE TRAVELING

Health and safety

• Vanderbilt Incident Response for Travel  +1 615-322-2745

Travel delays

• If there is inclement weather and your travel plans get delayed call world travel. If you change flights via the airline at the airport you will no longer be in the VU system and we wont be able to help as easily.
  • 8772719258 during business hours
  • 8657771600 code W-7CD off hours.
EXPENSE REPORTING
SUBMITTING EXPENSES

• Expenses will be Submitted in Oracle

• Student can find a guide to Oracle Expense Reporting on the BRET Travel Webpage
  • Email: aaron.w.howard@Vanderbilt.edu for On-One help

• Students must manually put in their own reimbursement sources
  • Oracle is not a “hand it off System”
  • If this is too confusing you can add me as a delegate and I can do it for you

• Must be submitted within 60 days or it will be reported to HR as taxable income.
ONE ON ONE
EXPENSING HELP

1. If for any reason you want assistance with your expense report you can come to my office and I can assist you in getting your report completed and submitted.
   • Please email me ahead of time.

2. I recommend starting your report, following the PowerPoint and contacting me after creating an expense item for every receipt.
   • This way you know the reimbursement amount is what you expect.
QUESTIONS?
AARON.W.HOWARD@VANDERBILT.EDU