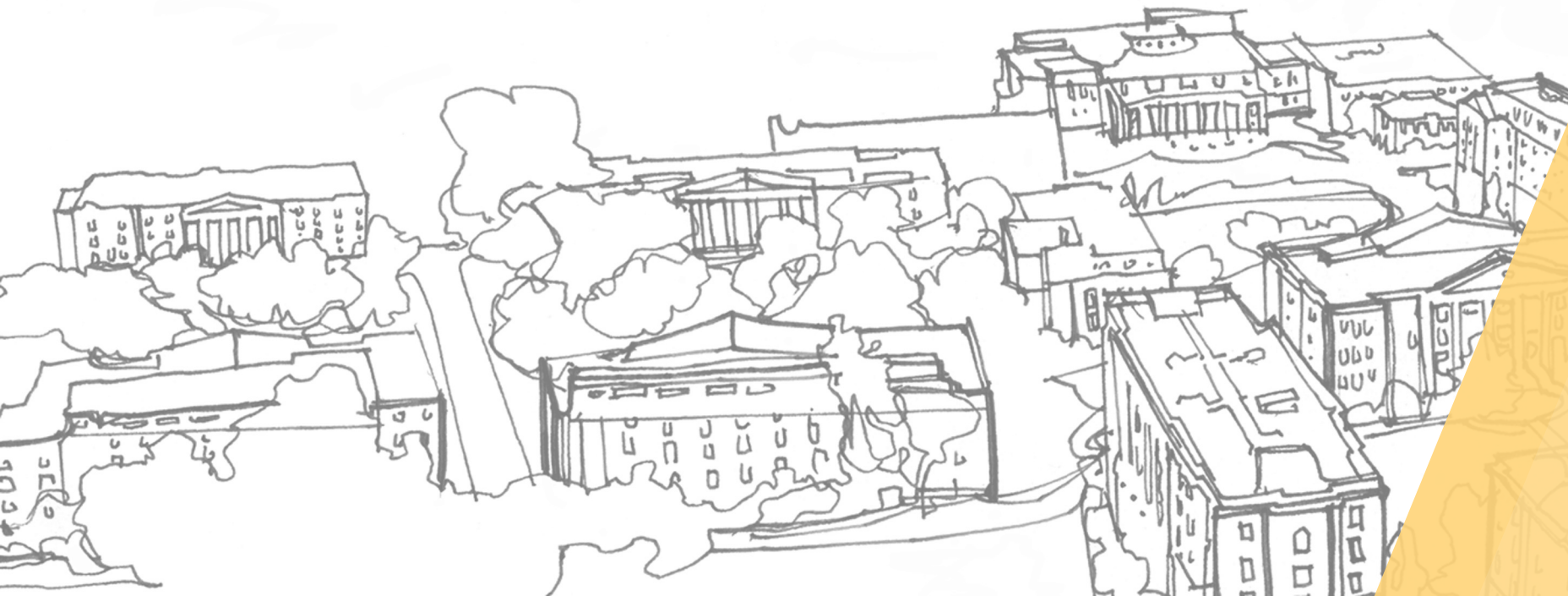


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BRET Guide for Student Expense Reports 2023



VANDERBILT



UNIVERSITY

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➤ 1: Collect Documentation

Before starting a report, make sure you have everything you need

Receipts

- .JPG and .PDF
 - Please convert iPhone photos from .HEIC to .JPG
- Please title File: Vender - Amount example: Marriott - 834

Approval

☐ **Intent to Travel Form** for all traveling Graduate students

- Contains the above approvals and more

☐ **Faculty** signing off on the use of their funds

☐ **Financials: COA/POET**

- speak to the department or program staff member who manages the funds to confirm
- Save emails as PDF to include in report

➤ 2: Open Oracle Expense

Vanderbilt Oracle cloud can be found via

Sky VU: <https://www.vanderbilt.edu/skyvu/>

Direct: <https://oraclecloud.vanderbilt.edu/>

Requires VUnetID and Duo to access

Good afternoon, Aaron Howard!

Me



QUICK ACTIONS



Personal Information



Documents



Identification Info



Contact Info



Family and Emergency Contacts



My Organization Chart



My Public Info



Change Photo



Share Data Access

Click on the Expense App
Found on the Me tab



Checklist Tasks



Pay

Information



Time and Absences



Learning



Expenses



Concur Travel



Benefit Express



Fidelity Investments



Social



Roles and Delegations



Expense Reports

[See All](#)



Create Report

3: Starting Your Expense Report

This is the Travel and Expenses page

Click on Create Report

Available Expense Items

Actions ▾

[+ Create Item](#)



Nothing here yet!

[Create expense item](#)



Create Expense Report

Save ▼

Submit ▼

Cancel

*

Purpose

ASCB Virt Conf Dec 2020

Attachments

Approval from (Faculty Name).p (1 more...) +

Give Your Report a Name

Keep it simple

- Conference Name / Date

Expense Items

Actions ▼

+ Create Item

Add Existing

Apply Project ▼

Apply Account ▼

No data to display.

Create Expense Report

Save Submit Cancel

* Purpose ASCB Virt Conf Dec 2020

Attachments Email from (Staff Name).pdf (1 more...) +

Report Total
0.00USD

☐ I have read and accept the corporate travel and expense policies

Expense Items

Actions + Create Item Add Existing Apply Project

No data to display.

Add Faculty & Staff Approvals

- Intent to Travel Form
- PDF's of emails
- See Documentation [slide](#)

Create Expense Report

Save Submit Cancel

* Purpose ASCB Virt Conf Dec 2020

Attachments Email from (Staff Name).pdf (1 more...) +

Report Total
0.00USD

☐ I have read and accept the corporate travel and expense policies.


Expense Items

Actions + Create Item Add Existing Apply Project Apply Account

No data to display.


Create a New Expense Item

- Click on + Create Item
- Each receipt will need its own expense item


Create Expense Item 

Add to Report
Create Another
Save and Close
Cancel


* Date



* Type



* Amount

USD - 

Attachments

Fill in the First Fields

More fields will appear when you select the type

- Date:** as it appears on the receipt
- Type:** Choose the type that best fits

Receipt	Expense Type	Itemization
Individual Meal	Travel Expenses	Individual Breakfast, Lunch, Dinner, Snack
Group Meal	Travel Expenses	Group Meal
Taxi/Bus/Shuttle	Travel Expenses	Ground Transportation
Airfare	Travel Expenses	Airfare
Hotel	Travel Expenses	Accommodations
Conference Registration	Travel Expenses	Conference Registration
Personal Car Parking /Tolls	Travel Expenses	Parking Tolls
Membership and Dues	Membership and Dues Expense	Not Required
Poster Printing	Supplies Expense - Other	Not Required
Personal Car "Gas"	Mileage	Not Required
Per Diem	Travel Per Diem	Not Required

Create Expense Item ⓘ

Create Another

Save and Close ▼

Cancel

* Date 11/7/22 📅

* Type Travel Expenses (Travel within th ▼

* Expense Location Dist of Columbia, DC, United ▼ ⓘ

* Amount USD ▼ 295.00

Reimbursable Amount 295.00 USD

* Itemization + ▼ 📄

* Type	* Date
▼	m/d/yy

Travel Expense Details

- **Expense Location:** where the transaction occurred, or location of Conference
- **Amount:** as it appears on the receipt
 - Foreign transactions may select the currency or submit the USD as appears on an included Bank Statement.



* Date

* Type

* Expense Location

* Amount

Reimbursable Amount 295.00 USD

* Itemization

Type	Date
<input type="text" value=""/>	<input type="text" value="m/d/yy"/>

Attachments


Drag files here or click to add attachment

Travel Expense Itemization

- From the drop down, Select the correct itemization type for your Receipt


Receipt	Itemization
Individual Meal Reciepts	Individual Breakfast, Lunch, Dinner, Snack
Group Meal	Group Meal
Taxi/Bus/Shuttle	Ground Transportation
Airfare	Airfare
Hotel	Accommodations
Conference Registration	Conference Registration
Personal Car Parking /Tolls	Parking Tolls

Create Expense Item

Save and Close  Cancel

* Date 

* Type

* Expense Location 

* Amount

Reimbursable Amount 295.00 USD

* Itemization  

Itemization Details

- **Date:** Repeat from above
- **Amount:** Repeat from above
- **Merchant Name:** as listed on receipt
- **Description:** Describe your expense
 - *Registration for Conference*
 - *Taxi from Airport to Hotel*
 - *Lunch on 3rd day of conference*

Itemization

You may add additional itemization lines to split funding sources.

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
<input type="text" value="Conference Regi"/>	<input type="text" value="11/7/22"/> 	<input type="text" value="295.00"/>		<input type="text" value="295.00"/>	<input type="checkbox"/>	

* Merchant Name

* Description

Task Number

Expenditure Organization

Contract Number

Funding Source

Account 

Project Number





Create Expense Item ?

Create Another Save and Close Cancel

* Date 11/7/22

* Type Travel Expenses (Travel within th

* Expense Location Dist of Columbia, DC, United

* Amount USD 163.75

Reimbursable Amount 163.75 USD

Attachments

Additional Airfare Details

- Traveler Name: your name

* Itemization +

Remaining Balance 0.00

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Airfare - Domestic	11/7/22			163.75	<input type="checkbox"/>	X

* Merchant Name Southwest Airlines

Expenditure Organization

* Description Airfare for ASCB 2022

Contract Number

Funding Source

Account 182.05.18410.6305.000.000.000.0.0

* Traveler Name Aaron Howard

Project Number

Task Number



* Date 11/7/22

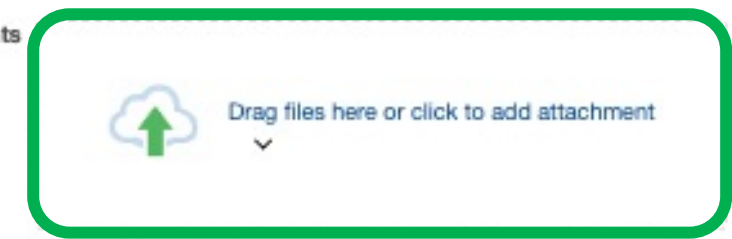
* Type Travel Expenses (Travel within th

* Expense Location Dist of Columbia, DC, United

* Amount USD 295.00

Reimbursable Amount 295.00 USD

Attachments



☐ Receipt missing

Adding the Receipt

- A receipt must be included with your expense items
- Either a **.PDF** or a **.JPG** photo of a paper receipt.
 - Please convert iPhone photos from .HEIC to .JPG
- Please name files for easy recognition

Remaining Balance 0.00

Amount (USD)	Personal	Remove
295.00	<input type="checkbox"/>	×

Account 182.05.18410.6725.000.000.000.0.0

Project Number



Create Expense Item 

Create Another

Save and Close

Cancel

* Date

* Type

* Expense Location

* Amount

Reimbursable Amount 163.75 USD

* Description

* Merchant Name

Attachments



Drag files here or click to add attachment

Membership and Dues Details

- **Expense Location:** where the transaction occurred, or location of Conference
- **Amount:** as appears on the receipt
 - Foreign transactions may select the currency or submit the USD as appears on an included Bank Statement.
- **Description:** Describe your expense
 - *Membership for ASCB*
- **Merchant Name:** as listed on receipt
- **Attachment:** PDF receipt

Itemization   

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
No data to display.						




Create Expense Item 

Create Another Save and Close  Cancel

* Date

* Type

* Expense Location 


* Amount


Reimbursable Amount 75.99 USD

* Description

* Merchant Name

Attachments




Drag files here or click to add attachment 

Poster Printing

- **Expense Location:** Where the purchase took place
- **Amount:** as listed on receipt
- **Description:** reason for the purchase
 - *printed poster for presentation at ASCB*
- **Merchant Name:** as appears on receipt
- **Attachments:** receipt

Itemization   

Remaining Balance 75.99

	* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
	<input type="text" value=""/>	<input type="text" value="m/d/yy"/>			<input type="text" value="0.00+"/>	<input type="checkbox"/>	

Create Expense Item ?

Create Another

Save and Close ▼

Cancel

* Start Date 11/7/22

* Type Mileage ▼

* Expense Location Atlanta, Cobb, GA, United Sta ▼

End Date 11/7/22

Reimbursable Amount 0.00 USD

Calculate

* Description Drive to Atlanta for Aspire Externship

* Starting Location Nashville

Attachments



Drag files here or click to add attachment ▼

☐ Supporting documents missing

* Destination Atlanta

* Trip Distance 248 Miles

Account 182.05.18410.6305.000.000.000.0.0

: Number ▼

: Number

anization ▼

: Number

g Source

Mileage for Private Vehicle

- **Expense Location:** where the transaction occurred, or location of Conference
- **Description:** Describe why driving was preferred to Flying
- **Starting Location:**
- **Destination:** ending location
- **Trip Distance:** list as calculated by a mapping service (google maps)

Create Expense Item ?

Create Another

Save and Close

Cancel

* Start Date 11/7/22

* Type Mileage

* Expense Location Atlanta, Cobb, GA, United States

End Date 11/7/22

Reimbursable Amount 155.00 USD

Calculate

* Description Drive to Atlanta for Aspire Externship

* Starting Location Nashville

Attachments



Drag files here or click to add attachment

☐ Supporting documents missing

* Destination Atlanta

* Trip Distance 249 Miles

Notes for the Travel Policy

Vanderbilt requires a round-trip airfare comparison if the mileage exceeds 1,000miles.

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.

Vanderbilt will reimburse travelers for the business use of a personal vehicle at the current IRS mileage rate for the actual mileage incurred. The university will not

- reimburse for intra-campus travel.

Mileage for Private Vehicle

- Attachments:** screenshot of mapped route, Airfare Comparison when over 1000 miles round trip.
- Click the **Calculate** Button once you've entered all information



Create Expense Item ?

Calculate

Create Another

Close

Cancel

* Type Travel Per Diem (within the US) ▼

* Start Date 12/3/22

* End Date 12/7/22

Per Diem Total 0.00 USD

* Description Per Diem while attending ASCB

Attachments



Drag files here or click to add attachment ▼

☐ Receipt missing

Account 182.05.18410.6305.000.000.000.0.0

Project Number

Travel Per Diem

- **Start Date:** Start of Travel
- **End Date:** End of Travel
- **Description:** reason for the Per Diem
- Click the **Calculate** Button once you've entered all information

Notes for the Travel Policy

1. 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.
2. The rate cannot be used on trips that include group meals, business meals, entertainment, One Card expenses, or if meals were included as part of a registration fee.
3. The rate cannot be used if any portion of the trip is federally funded.

➤ 5: Adding a funding Source

- **Pull out your funding emails & intent to travel form**
- You should have been provided a source that looks like one of the following. Click on the link that most resemble your funding source

182.05.18410.6305.000.000.000.0.0

A string of numbers separated by periods

This is a VU **COA**
Charter Of Accounts

[Jump to slide](#)

SNF_51000

mix of Letters and Numbers

VU Project Number.
Should include a COA and task#

[Jump to slide](#)

AH009100


VUMC Workday Funding Source

[Jump to slide](#)

Graduate School, Outside Awards, Alcohol and other amounts that you do not want reimbursed

[Jump to slide](#)

If this becomes too much, please feel free to email aaron.w.howard@vanderbilt.edu and [add me as a delegate](#).

Create Expense Item 

Create Another

Save and Close



Cancel

Adding a VU COA

If you have a complete VU COA, you may copy and paste the information into the Account line

- **182.05.18410.6725.000.000.000.0.0**

- **6305** - domestic travel expenses
- **6310** - foreign travel expenses
- **6725** - conference fees


- You may be missing the colored sections

- **Purple** is based on the Exp type: do not edit

- **Red** is dropped zeros: 000.0.0

Ignore boxes: Project#, Task

Attachments

Drag files here or click to add attachment ☐ Receipt missingAccount **182.05.18410.6725.000.000.000.0.0** Project Number 

Task Number

Expenditure Organization 

Contract Number

Funding Source

Adding a VU Project

Home

Search

Home

Star

Flag

1

AH

Create Expense Item ?

Create Another Save and Close Cancel

Attachments

Drag files here or click to add attachment

ASCB Registration 75.00.pdf (129.05 K B)

☐ Receipt missing

Account

160.26 16000 6725.060.053.000.1

Project Number

GC_400006

* Task Number

1

Expenditure Organization

16000 - Graduate School: Of

* Contract Number

GC20005

* Funding Source

Internal

Projects require an accompanying [COA](#)

Paste given project# and task# into corresponding boxes

- If you do not have a task#, check options before asking financial staff

Exp Org is based on the 3rd # in a COA

Use drop down to search

If these boxes pop, choose the only option from the drop down.

Billing VUMC Funding Sources

Home

Search

Home

Star

Flag

1

AH

Create Expense Item ?

Create Another

Save and Close

Cancel

* Date

9/30/20

* Type

Conference

* Expense Location

Nashville, Davidson, TN, United States

* Amount

USD US Dollar

Number of Days

1

Daily Amount

75.00

USD

Reimbursable Amount

75.00 USD

Attachments

Drag files here or click to add attachment

Please use the following COAs when billing **VUMC**

- 182.05.18410.6305.009.000.000.0.0 for domestic travel expenses
- 182.05.18410.6310.009.000.000.0.0 for foreign travel expenses
- 182.05.18410.6725.009.000.000.0.0 for conference fees

Description

bill to 404-101-0000

Account

182.05.18410.6725.009.000.000.0.0

Project Number

Task Number

Expenditure Organization

Contract Number

Funding Source

Write the VUMC funding source in the Description

Personal Itemizations

Alcohol, Travel Grant & etc.

Personal Itemizations are used to report portions of a receipt that will not be reimbursed

Itemization + ▼ ☰

Remaining Balance 0.00 | Personal 5.00

	* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	
▶	Alcohol/Entertainn ▼	9/6/20 📅	<input type="text" value="5.00"/>	<input type="text" value="1"/>	<input type="text" value="5.00"/>	<input checked="" type="checkbox"/>	×
◀	Food and Non- Al ▼	9/6/20 📅	<input type="text" value="20.23"/>	<input type="text" value="1"/>	<input type="text" value="20.23"/>	<input type="checkbox"/>	×

* Merchant Name

Description

Account 🔍

Project Number ▼

Task Number

Expenditure Organization ▼

Contract Number

Funding Source

i
⋮

➤ 6: Review & Submittal

Home

Expense Report: EXP1700898639

Save Submit Cancel

* Purpose ASCB Virtual Conf Dec 2020

Missing Images Reason

Attachments Email from (Faculty Name).pdf (1 more...)

Status Saved

Report Total
75.00

☒ Terms and agreement check box

ate travel and expense policies.

Once all items are added check your report to make sure it is correct

Check the: name, amount, approval, Receipts

Click on the Check Box and Submit

Actions						
	Create Item	Add Existing	Apply Project	Apply Account		
<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/>	9/29/20		75.00 USD	The American Society for Cell Biology	Nashville, TN	Add description
						(1)

After Submittal

- If your report was done correctly, you can expect to be reimbursed in under 2 weeks.
 - Reimbursement is done via Direct Deposit
 - You may Contact aaron.w.howard@Vanderbilt.edu if you have any questions or need assistance.
-
- Please Contact me If you recently changed direct deposit information with VU

Help And Assistance

- If you need assistance, you may reach out to me, Aaron Howard, aaron.w.howard@vanderbilt.edu
- I would recommend adding Aaron Howard as a delegate to view and edit your reports

