



# TRAVEL GUIDE 2023-2024

For BRET Graduate Students





# AARON HOWARD

STUDENT TRAVEL COORDINATOR

Student Travel Booking Agent

Expense Report Liaison

[Schedule an Appointment](#)

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Check-Out Card for BRET Programs

Posterboard Rentals for University  
use



# TRAVEL GUIDELINES FOR BRET STUDENT

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This slide deck is designed to summarize the Travel Process for BRET Graduate Students. It does not cover the Travel Policy in full.

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If students follow this slide deck they will adhere to the policy.

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If you have questions not covered in the slide deck, please ask your Aaron before acting.

# VU TRAVEL POLICY

- This policy applies to all employees, students, and guests who travel on behalf of Vanderbilt business and those seeking reimbursement for necessary and reasonable non-compensation business expenses.
- Travelers are responsible for understanding and adhering to specific restrictions imposed by the source funding the travel. Travel requirements from a grant supersede what is outlined in this policy.
- **Vanderbilt may not reimburse flight purchased outside of Concur.**
- [https://finance.vanderbilt.edu/policies/Travel\\_and\\_Business\\_Expense\\_Policy.pdf](https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf)

# TRAVEL PROCESS

1. Forms; Funds & Permissions

2. Plans & Reservations

3. Safe Travel

4. Reimbursement

# FORMS; FUNDS & PERMISSIONS



VANDERBILT  
UNIVERSITY

# INTENT TO TRAVEL

BRET Students are required to fill out an [INTENT TO TRAVEL FORM](#) prior to booking Vanderbilt-sponsored travel.

Completed forms prove students have permission to travel & the funding to cover reimbursements.

Used for the following travel purposes;

- Conferences, Lab Seminars, Collaborations, Career Development, Externships, etc.

Email completed forms to [Aaron Howard](#) and your Program Manager

# STUDENT'S RESPONSIBILITY

- Complete the Top Portion
- Sign AND PRINT at the Bottom
- Take Form to Mentor, and Financial Administrators
  - Ask them about funding
- Email completed form to your Program Coordinator and [aaron.w.howard@vanderbilt.edu](mailto:aaron.w.howard@vanderbilt.edu)

## Student Intent to Travel 2022-2023

Please complete all fields on this form. We encourage you to complete this form as soon as you "think" you might be traveling. If possible, complete at least **three months before you travel**. This will allow the Graduate Program and the various financial administrators to confirm the financial support **before any expense has occurred**.

Please complete and submit this form to your Graduate Program Coordinator. Please review the responsibilities of the traveler when traveling on behalf of Vanderbilt University.

For full VU policy: [https://finance.vanderbilt.edu/policies/travel\\_and\\_Business\\_Expense\\_Policy.pdf](https://finance.vanderbilt.edu/policies/travel_and_Business_Expense_Policy.pdf)

Confirm you reviewed the policy and will book all flights in Gancor. ☐ Yes

Student's Name: \_\_\_\_\_  
 Student's VUnet ID: \_\_\_\_\_  
 Student's E-mail address: \_\_\_\_\_  
 Student's Mentor(s): \_\_\_\_\_  
 Mentor's Home Department or Primary Affiliation: \_\_\_\_\_  
 Name of Conference, Meeting, or Training: \_\_\_\_\_  
 Destination City, State, and Country: \_\_\_\_\_  
 Travel Dates: \_\_\_\_\_  
 Estimated Total Expense: \_\_\_\_\_

### Financials

Have/Will you applied for a \$500 Travel Award from the Graduate School? ☐ Yes

Will VUMC Funding be used for this travel? ☐ Yes

### Centers to Charge

Filled out by Financial Administrator(s)

VUMC Center:	ADMIN:	\$
VU COA:	EXP ORG:	\$
PROJECT:	TASK:	ADMIN:
VU COA:	EXP ORG:	\$
PROJECT:	TASK:	ADMIN:

If funding is provided by a grant, how does the travel benefit the grant: \_\_\_\_\_

Will you be utilizing or applying for external funding, outside of VU/VUMC for a this travel? If so, please share amount. ☐ Yes Amount: \$ \_\_\_\_\_

### Certify Business-Related Travel

Please check any which apply to certify that this trip is related to VU's business. In order for payment to be made to a student on a task-free basis the traveler must certify that the travel is directly related to the support of Vanderbilt's business. This certification will later be attached to the travel expense report when requesting reimbursement.

☐ Directly supports a faculty member's project or research program.  
☐ Related to presenting or leading a session at a conference on behalf of the university.  
☐ Incurred while officially representing the university.  
☐ Required to fulfill university's obligations to outside funding agency.

Student Signature: \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Mentor's Signature: \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Please return to your Graduate Program Manager and email to caron.w.howard@vanderbilt.edu



# FACULTY & STAFF SIGNATURES

## Mentor

Collect their signatures

Ask about funding sources and administrators.

## Financial Administrators

Request the billing center Information and the “Benefit to Grant” if applicable.

**Student Intent to Travel**  
**2022-2023**

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Confirm you reviewed the policy and will book all flights in Concur. ☐ Yes

Student's Name: \_\_\_\_\_

Student's VUnet ID: \_\_\_\_\_

Student's E-mail address: \_\_\_\_\_

Student's Mentor(s): \_\_\_\_\_

Mentor's Home Department or Primary Affiliation: \_\_\_\_\_

Name of Conference, Meeting, or Training: \_\_\_\_\_

Destination: City, State, and Country: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Estimated Total Expenses: \_\_\_\_\_

**Financials**

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VUMC Center:		ADMIN:	\$
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PROJECT:	TASK:	ADMIN:	
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PROJECT:	TASK:	ADMIN:	

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**Certify Business-Related Travel**

Please check any which apply to certify that this trip is related to VU's business. In order for payment to be made to a student on a tax-free basis, the traveler must certify that the travel is directly related to the support of Vanderbilt's business. This certification will later be attached to the travel expense report when requesting reimbursement.

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☐ Related to presenting or leading a session at a conference on behalf of the university.

☐ Incurred while officially representing the university.

☐ Required to fulfill university's obligations to outside funding agency.

Student Signature: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_

Sign \_\_\_\_\_ Print \_\_\_\_\_

Please return to your Graduate Program Manager and email to [aaron.howard@vanderbilt.edu](mailto:aaron.howard@vanderbilt.edu)

# 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 VUMC expenses to
- 182.05.18410.6305.009.000.000.0.0 for Domestic Travel Expenses
- 182.05.18410.6310.009.000.000.0.0 for International Travel Expenses
- 182.05.18410.6725.009.000.000.0.0 for Conference fees
- 182.05.18410.6765.009.000.000.0.0 for Membership and Dues

# INTERNATIONAL STUDENTS

International Students must inform the International Tax Office of travel plans.

- [ITO@Vanderbilt.edu](mailto: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

## [2022-2023 Travel Grant Application](#)

**Eligibility:** 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.

<https://gradschool.vanderbilt.edu/funding/travel.php>

# PLANS & RESERVATIONS

# CHOICE IN BOOKING TRAVEL

## **Pay via OneCard**

Students may use the BRET Office OneCard to pay for travel if funds are available. Ask Aaron Howard for this service.

## **Book Yourself**

If students use their personal card to cover travel expenses, they will need to submit an expense report for reimbursement in Oracle.



# USE OF ONECARD

Students may utilize the BRET Office OneCard to purchase airfare, event registration, and reservations.

1. Fill out an [Itinerary Proposal](#)
2. Email Intent & Itinerary to [aaron.w.howard@vanderbilt.edu](mailto:aaron.w.howard@vanderbilt.edu)
3. [Schedule an Appointment](#) with Aaron
4. Meet in 340 Light Hall to book travel

# BOOKING FLIGHTS

- Travelers are required to utilize Vanderbilt's online booking tool [CONCUR](#) or contact a travel agent at [WORLD TRAVEL](#) to make reservations.
- The University requires travelers to purchase the lowest available economy/coach class airfare that meets the business needs of the travel.
- Travelers who find lower prices outside of Concur may call World travel for a price match.
  - [WTS Price Match Guarantee](#)
  - Call World Travel at (877) 271-9258

# ALL FLIGHTS MUST BE BOOKED IN CONCUR

- Expenses submitted for reimbursement that are deemed in violation of this policy **may be denied reimbursement.**
- A one time exemption may be requested to reimburse your flight. Exceptions require approval from the Associate Vice-Chancellor. Contact Aaron to ask about exemptions.



# HOTEL AND LODGING

- Vanderbilt will permit travelers to stay in accommodations that are reasonable and appropriate for the business purpose and location.
  - Airbnb rentals are allowed.
- Split the receipt when sharing rooms with others.
  - 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!

# TRAVEL VIA PERSONAL VEHICLE

- Vanderbilt will reimburse travelers for the business use of a personal vehicle at the current IRS mileage rate, 62.5¢ per mile
- Include the route in your expense report using a Google map for documentation
- Vanderbilt requires a round-trip airfare comparison if the mileage exceeds 1,000 miles. The University will reimburse travelers for tolls and parking fees incurred while traveling. Keep your receipts!
- Tickets or fines associated with parking, travel violations or vehicle lockouts are not reimbursable.

# RENTAL VEHICLES

- Travelers can use either the Concur online booking tool, World Travel, 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 students 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.



# EXTENDED STAY/VACATION

- PI approving- you may extend your travel stay to include vacation time
- Vanderbilt will only reimburse the business portion of a combined business and personal trip.
  - VU will not pay for your vacation but will pay for your return flight up to the cost of the normal return flight.
  - Include a screenshot of Concur's flight prices in your Oracle expense report.

# WHILE TRAVELING

# TRAVEL MEALS

- Take pictures of all of your receipts so you do not lose them!
- Original receipt documentation for all expenses equal to or greater than \$75 is required. 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%

# PER DIEM REIMBURSEMENT

- *Per Diem - an allowance or payment made for each day.*
- 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.



# TRAVEL EMERGENCIES HEALTH & SAFETY

## Vanderbilt Incident Response for Travel

- VIRT provides guidance to travelers facing emergency situations while away from campus. VIRT coordinates with overseas partners, campus offices, and connects travelers to the appropriate insurance policies.

+1 615-322-2745

VIRT can assist travelers in many ways. Some examples are:

- Providing guidance on next steps during complex emergency situations
- Connecting you with appropriate health care abroad
- Providing consultation to help you make informed decisions
- Guiding you in using Vanderbilt-issued insurance
- Coordinating a medical or emergency evacuation from abroad



# TRAVEL DELAYS

- In the case of inclement weather or flight cancellations causing delays, please call world travel for booking support.
  - +1 877-271-9258 during business hours
  - +1 865-777-1600 code W-7CD off hours.

# REIMBURSEMENTS

# SUBMITTING EXPENSES

- Expenses must be submitted in [Oracle](#)
- Students can find a guide to Oracle Expense Reporting on the [BRET Travel Webpage](#)
- If you need assistance with this step, [Schedule an Appointment](#) with Aaron Howard
- Expenses must be submitted within 60 days or it will be reported to HR as taxable income.



# ORACLE LEARNING: EXPENSE REPORTS

- [Training for Vanderbilt Students 2022-23](#)
  - This course prepares Vanderbilt students to use Oracle Cloud Expenses to prepare and submit their own expense reports and/or to prepare expense reports on behalf of another user in accordance with the Vanderbilt Travel and Business Expense policy.
- [Training for Vanderbilt Faculty, Staff and Students 2021-22](#)
  - Module 1: Policy Review: Vanderbilt Travel and Business Expense Policy
  - Module 2: Process Overview
  - Module 3: Creating Expense Items
  - Module 4: Creating and Submitting an Expense Report

# SELECTING THE RIGHT EXPENSE TYPES

Student Reciept	Expense Type	Itemization
Food	Travel Expense	Individual Breakfast/Lunch/Dinner/Snack
Airfare	Travel Expense	Airfare
Hotel	Travel Expense	Accomodations
Conference Registration	Travel Expense	Conference Registration
Membership and Dues	Membership and Dues	
Taxi	Travel Expense	Ground Transportation
Mileage – Personal Car	Mileage	
Parking Tolls	Travel Expense	Parking Tolls

# 1-ON-1 EXPENSING HELP

If for any reason you want assistance with your expense report, you can schedule a 1-on-1 session with Aaron.

[Schedule an Appointment](#)