



TRAVEL GUIDE

FOR BRET GRADUATE STUDENTS

FY2025



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[Schedule an Appointment](#)

Check-Out Card for BRET Programs

Posterboard Rentals for University use



TRAVEL GUIDELINES FOR BRET STUDENT

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

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

If you have questions not covered in the slide deck, please ask [Aaron](#) before you act.

VU TRAVEL POLICY

- Student are responsible for adhering to the VU travel policy. Failure to comply with the policy may endanger your reimbursement.
- **Flights booked outside of Concur will be rejected from reimbursements**
- The VU travel policy applies to all students, employees, 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 rules supersede what is outlined in the VU Travel policy.
- https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf

BRET TRAVEL PROCESS

1. Forms; Funds & Permissions

2. Plans & Reservations

3. Safe Travel

4. Expense Reporting & Reimbursement

TRAVEL FORMS

- INTENT
- FUNDING



BRET TRAVEL AUTHORIZATION

BRET Students are required to register their travel with the BRET Office and include authorization form in all related reimbursement requests.

There are 2 forms required for the registration

- **Intent** to Travel: communicates your travel plans, and should be completed as soon as you think of traveling
- Travel **Funds**: confirms funding and provides the information students need to complete their expense reports.

Required for all Vanderbilt Sponsored Travel including conferences, workshops, collaborations, career development, externships, etc.

Access to the BRET Travel Redcap can be found on the [BRET Travel Webpage](#), behind VUNETID log in.



INTENT TO TRAVEL REDCAP FORM

The Intent to Travel redcap encompasses all university requirements for travel approval and covers the topics listed here.

Does not require faculty input or signature for completion.

[Extended stays](#)

[International Travel](#)

[International Students](#)

[Intl. Health Insurance](#)

[OneCard requests](#)

[Document Purpose \(A1\)](#)

EXTENDED STAY VACATION

You may extend your travel plans to include personal vacation time.

Requires PI approval.









You will be asked to provide both the personal travel and the conference dates on the intent form.

Vanderbilt will only reimburse the business portion of your travel expenses.

Nashville, TN To Paris, France Fri, Jun 14 - Thu, Jun 20

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	 United	 Delta	 Lufthansa	 Air France	 American Airlines	 British Airways	 Air Canada	 KLM
	Most Preferred	Most Preferred	Preferred	Preferred	Preferred	Preferred	Preferred	Preferred
All 312 results								
1 stop 155 results	1,728.66 15 results	1,731.70 35 results	—	—	1,700.20 50 results	1,701.70 20 results	1,748.16 3 results	1,778.00 13 results
2 stops 157 results	—	—	1,485.56 8 results	1,493.10 8 results	1,749.00 2 results	1,700.80 18 results	1,753.92 2 results	—

- VU will reimburse your flights up to the price of the normal flight.
- You must include a screenshot of prices in Concur in your expense report.

INTERNATIONAL TRAVEL & EXPORT CONTROL

Students participating in a Vanderbilt sponsored activity outside the United States are required to abide by the [Student International Travel Policy](#).

BRET students will need to complete the following

1. [Release of Liability](#) form signed by student and mentor
2. Comply with export controls for [VU](#) & [VUMC](#), as applicable
3. Schedule a free [Travel Medicine Consultation](#) with Student Health
4. Enrolling themselves with Vanderbilt's international medical insurance provider.

INTERNATIONAL TRAVEL HEALTH INSURANCE

DOES VU COVER MEDICAL SERVICES WHILE I AM TRAVELING ON UNIVERSITY TRAVEL? WHAT IS THE LEVEL OF COVERAGE?

If you are enrolled in the university health plan, you are covered both during university and personal travel. However, there are some important distinctions:

- If you are traveling in the United States but outside of the State of TN, and receive medical services in the Aetna National Network, you will have in-network coverage.
- If you are traveling internationally, emergency / urgent care services are covered at In-network coverage levels but non-emergency/non-urgent services are not covered.

WHAT HAPPENS IF I HAVE A HEALTH EVENT WHILE TRAVELING FOR THE UNIVERSITY?

- There is coverage for both emergency and non-emergency medical services related to an accident, injury or illness first occurring while traveling abroad while on university business. Please contact VIRT for assistance in coordinating coverage.
 - VIRT: 615-322-2745, virt@vanderbilt.edu.
 - Services will be coordinated by VIRT using Anvil and/or other university insurance resources. Booking travel through Concur will automatically register travel with Anvil. Registration will speed coordination of care in the event of illness or injury.

SHOULD I PURCHASE TRAVEL HEALTH INSURANCE IF I AM TRAVELING INTERNATIONALLY ON UNIVERSITY TRAVEL?

- The university recommends that travelers purchase coverage through the GEO Blue program. Depending departmental approval, this is a reimbursable expense when traveling on university business. Coverage can be purchased through: <https://www.geobluetravelinsurance.com/mobile/voyager-choice-single.cfm>

WHAT BENEFIT IS PROVIDED FOR UNIVERSITY TRAVEL BOOKED THROUGH CONCUR?

- Booking university travel through Concur registers your travel for services with Anvil, the university's International Security Provider. Registration will speed up coordination of care and provide more immediate access to facilities while traveling abroad.
- Anvil does not provide health insurance coverage. However, coverage for emergency and non-emergency medical services related to an accident, injury or illness first occurring during university international travel are covered. Costs for maintenance or routine medications are not covered. Costs for preexisting medical conditions are not covered.

<https://hr.vanderbilt.edu/benefits/travelFAQ.php>



INTERNATIONAL STUDENTS

International students are required to inform ITO, ito@vanderbilt.edu, when they are traveling or seeking reimbursement of any kind.

- Travel reimbursements are considered taxable Travel Grants by the IRS and are taxable to the international student at 14% if there is no identifiable business purpose or benefit to Vanderbilt.
- https://hr.vanderbilt.edu/international-tax/international_students_main.php

International students are required to inform the BRET student pay team, studentpay.bret@vanderbilt.edu, any time they are traveling internationally including personal travel. The BRET student pay team will ensure your stipend payments are compliant with federal law while you are abroad.



USE OF ONECARD

Students may utilize the BRET Office OneCard to purchase airfare, event registration, and hotel reservations once their travel has been approved within the redcap system.

The intent to travel will ask if you would like to use the BRET OneCard. If you answer “yes” you will be asked to complete and upload an [Itinerary Proposal](#). Be aware that prices may change by the time your travel is approved.

Once travel is approved you will receive a link to schedule an appointment to use the OneCard.

TRAVEL FUNDS REDCAP FORM

- Student will receive access to the Travel Funds form once the intent to travel is submitted.
- An email will be sent to you and your mentor containing a link to the form. You may share this link with anyone who may assist in completing the form.
- Funding should specify if it provides a sum or percentage.
- Completion of the form requires signatures from the student and mentor.

UNIVERSITY FUNDING: CHART OF ACCOUNTS

([Finance Quick Reference](#))

- **Mandatory** must update the fields for each expense.
 - Entity, Net Asset Class, Financial Unit and [VU Function](#) must be updated by the student for each expense item.
 - The VU function is new to FY25. ([Video Guide](#))
 - [Account](#): is specified by the expense type.
- **Optional** – fields are often used in lieu of a POET
 - Program & Activity: used by areas to report on group activities and specific event.

UNIVERSITY FUNDING PROJECTS

- **Project Number** - University housed funds; including grants, fellowships, contracts, faculty funds.
- **Task Number** required with all Project numbers
- **Expense Organization** should match the description within the contract number and/or project number. Update the COA as needed
- **Net Asset Class** update within the COA
 - Examples: **(05)** general unrestricted **(10)** unrestricted faculty funds **(15)** sponsored contracts and grants.
- **Contract Number & Funding Source:** if Oracle asks for this information, there should only be one option in the drop down.

BRET/VUMC FUNDING

- All VUMC funding must be approved by the mentor.
- VUMC student reimbursements are billed to the same BRET COA.
 - BRET does not collect the VUMC Workday tag.
 - BRET sends the bill monthly to VUMC.
- When students submit expenses billed to VUMC, your mentor, with the help of staff, will be responsible for directing the bill to the appropriate Workday source(s).
- Please add Aaron as an [expense delegate](#), so he may provide VUMC with receipt and records requests.

THE GRADUATE SCHOOL CONFERENCE TRAVEL GRANT

Eligibility: Have completed one full academic year in the Graduate School.

- Must be first author and presenter of research conducted at Vanderbilt.
- Be attending a major regional, national, or international conference.
- 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
- Cannot have received more than 2 prior travel grants during their tenure at Vanderbilt.

Please note your application to the award on the Travel Funds form.

<https://gradschool.vanderbilt.edu/funding/internal-funding-opportunities/>

Please contact Kaitlyn Mehlhouse, Program Manager for the Graduate School, with application questions (kaitlyn.e.mehlhouse@vanderbilt.edu).

PLANS & RESERVATIONS



VANDERBILT
UNIVERSITY

APPROVAL AND BOOKING

- After completing your forms, the BRET office will review them for approval. Prior to approval, students should not incur any travel expenses.
- Once travel is approved, students may incur expenses, request reimbursement within Oracle, and utilize the OneCard. The OneCard is available to pay for [flights](#), [hotels](#), membership fees and dues, and registration.
- Students may schedule an appointment to use the OneCard or for assistance submitting expense reports.

BOOKING FLIGHTS

- Travelers are required to utilize Vanderbilt's online booking tool [CONCUR](#) or contact a travel agent at [WORLD TRAVEL](#) to purchase airfare.
- The University requires travelers to purchase the lowest available economy/coach class airfare that meets the business needs of the travel.
- If you find a lower price outside of concur, we recommend calling World travel. WTS honors a [Domestic Flight Price match guarantee](#) and can provide additional international options.
 - Call World Travel at (877) 271-9258
- Due to the plethora of issues related to Basic Economy tickets Vanderbilt does not want travelers purchasing Basic Economy tickets and they will not populate in Concur.
- Booking travel through Concur registers your travel for services with Anvil, the university's International Security Provider. Registration will speed up coordination of care and provide more immediate access to facilities while traveling abroad.

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.

REQUESTING WTS AIRLINE RECEIPT

- You can request a copy of your airline receipt by emailing receipts@worldtrav.com
- You may find the travel receipt by searching your email for "noreply@worldtrav.com". The receipt will be an attachment titled "Travel Receipt Communication Attachment"

FLY AMERICA ACT

- The Fly America Act (FAA) requires the use of U.S. airlines for federally funded travel. A non-U.S. air carrier is permissible in some instances if the carrier meets one or more of the exception criteria listed in the Federal Travel Regulation (FTR) guidelines section 301- 10.135-138.
- You will receive a warning in CONCUR if your flights are not FAA compliant. If the travel is not federally funded, you may safely bypass the warning.

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 but cannot use a OneCard.
- The One card may be used to reserve a hotel through Concur, a conference block, or directly with the hotel
- To pay for the room, the student must find a pre-purchase option or call the hotel and acquire a Credit Card Authorization form.
- Remember to collect the receipt at check-out and send them to Aaron if you are paying with the OneCard.

TRAVEL BY PERSONAL VEHICLE

- Students must [obtain an MVR](#) for driving their personal vehicle for university business.
- Vanderbilt will reimburse travelers for the business use of a personal vehicle at the current IRS mileage rate.
- 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. The University will reimburse travelers for tolls and parking fees incurred while traveling.

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.

VEHICLE INSURANCE



WHILE TRAVELING

EXPENSE DOCUMENTATION

- Take pictures of your receipts so you do not lose them!
- Original receipts are required for all expenses equal to or greater than \$75. Individuals must exhaust all measures to obtain required receipts. Individuals are required to provide a justification if a receipt copy is not available.
- Receipt Documentation is defined as a printed acknowledgment issued by the supplier or service provider to substantiate the business transaction. Receipts must include:
 - Merchant information – name, address, phone, etc.
 - Date of the transaction
 - Itemizations of goods/services purchased
 - Total amount paid
 - Form of payment

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

ORACLE EXPENSE

- The individual seeking reimbursement must submit his or her own expense reports. Expense Delegates cannot submit expense reports for approval.
- Vanderbilt will reimburse travelers for expenses incurred prior to travel
- Expenses not incurred within the previous 12 months are not reimbursable.
- Students can find a guide to [Oracle](#) expense reporting on the [BRET Travel Webpage](#)
- If you need assistance with reimbursement, you may schedule an appointment and add [an expense delegate](#).

UNALLOWABLE EXPENSES (NOT REIMBURSABLE)

- Baggage insurance
- Car washes and detailing
- Childcare
- Clothing, luggage and toiletries
- Damages to any form of lodging, rental accommodations or vehicles caused by the traveler
- Expenses for travel companions (e.g. spouse, child, etc.)
- Expenses relating to normal commute
- Fines, credit card interest, late fees, etc.
- Fuel for personal vehicle
- Hair, nail, and spa services. Personal care expenses.
- Personal membership dues (including airport clubs, country clubs, warehouse stores)
- Pet care
- Vacation
- Vanderbilt campus parking permits for faculty, staff, or student

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

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](#)