

Frequently Asked Questions on Submitting Expense Reports

The following covers some of the frequently asked questions and errors that are encountered when submitting expense reports.

What information do I include as the business purpose?

Be very specific as possible when entering the business purpose. Please refer to some of the examples provided:

- Flights to attend and present at the annual meeting of the Association for Medical Education in Europe (AMEE), Basel, Switzerland, Aug 25-28, 2024
- FRONTIERS guest speaker dinner - Scott Williams on May 16, 2024
- Lab Supplies - Gene fragment synthesis
- Group lunch with a post-doc candidate with lab members - attendee list attached
- Payment of publications charges for JBC manuscript, invoice OAD0000268592

What date do I use on the expense item?

Enter the date when the transaction was incurred, and not the date of the travel or the date that you are submitting the expense report.

What is the Expense Location?

The location is where the charge was incurred. Only the country name is requested, and you can click on the dropdown menu to select the country.

* Expense Location

* Amount

Number of Days

Daily Amount

* Description

* Merchant Name

Tuvalu
Türkiye
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
Uruguay
Uzbekistan
Vanuatu
Venezuela
Viet Nam
Virgin Islands, British
Virgin Islands, U.S.
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe

- *Please note that for airfares, it is the trip destination country.*

What expense type do I use for travel expenses?

For **ALL** travel expenses, either *Travel Expenses (Travel within the US)* for domestic travels or *Travel Expenses (Travel outside the US)* for foreign travels are used as the expense type.

Can I use Food and Beverage expense type for travel meals?

No. For travel meals, either *Travel Expenses (Travel within the US)* for domestic meals or *Travel Expenses (Travel outside the US)* for foreign meals are used as the expense type.

- *In accordance with Vanderbilt University Travel Policy, Food and Beverage Expenses is not to be used for travel meals. Food and Beverage expense type is used for all other meals besides travel meals. For non-travel meals, only institutional funds (NO GRANT) can be used for Food and Beverage expense type.*

When can I use the Miscellaneous category as the expense type?

Choose the category type from the list of options that best fits your expense purpose.

Miscellaneous category should not be used as much as possible. When there is no other option that describes your expense type, then use the Miscellaneous category.

For One Card transactions, the default setting for all charges is Miscellaneous. When completing the report, the system requires a manual change to the correct expense type.

When purchasing flights in Concur, do I enter the Merchant Name as Concur or World Travel Service?

For airfares, the merchant is the airline that is being used and not Concur or World Travel.

I.e., American Airlines, Southwest Airlines, Delta, etc.

How does a student book for travels?

The best practice is to work with the BRET office (for graduate students) or with a guest travel coordinator (for non-employee students) for booking travels. Student's PI should not book travels for the student.

- Please note that if a student is booking his/her own travels, then it needs to be done through Concur or through World Travel Service.

Why is the Account field pre-filled in the system?

The system will automatically default to the Home Financial Unit of the Requester, and this will need to be a manual change to correct the chart of account string.

<p>* Date <input type="text" value="5/1/24"/></p> <p>* Type <input type="text" value="Memberships and Dues Expense"/></p> <p>* Expense Location <input type="text"/></p> <p>* Amount <input type="text" value="USD"/> <input type="text"/></p> <p>* Description <input type="text"/></p> <p>* Merchant Name <input type="text"/></p>	<p>Attachments <input type="text" value=""/></p> <p><input type="checkbox"/> Receipt missing</p> <p>Account <input type="text" value="182.05.18210.6765.000.000.000.0.0"/></p> <p>Project Number <input type="text"/></p> <p>Task Number <input type="text"/></p> <p>Expenditure Organization <input type="text"/></p> <p>Contract Number <input type="text"/></p> <p>Funding Source <input type="text"/></p>
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When using a project number to charge the expenses, the following fields will need to be filled out completely:

- Project Number
- Task Number
- Expenditure Organization fields

Contract number and funding source fields will auto-fill once the report is saved.

Please make sure that the chart of accounts that is associated with the project number is entered correctly.

<p>* Date <input type="text" value="5/1/24"/></p> <p>* Type <input type="text" value="Memberships and Dues Expense"/></p> <p>* Expense Location <input type="text" value="United States"/></p> <p>* Amount <input type="text" value="USD"/> <input type="text" value="230.00"/></p> <p>* Description <input type="text" value="2024 Membership for the Society for Neuroscience"/></p> <p>* Merchant Name <input type="text" value="Society for Neuroscience"/></p>	<p>Attachments <input type="text" value=""/></p> <p><input type="checkbox"/> Receipt missing</p> <p>Account <input type="text" value="182.15.18220.6765.000.000.000.0.0"/></p> <p>Project Number <input type="text" value="SFP_301419"/></p> <p>* Task Number <input type="text" value="1"/></p> <p>Expenditure Organization <input type="text" value="18220 - Biochemistry"/></p> <p>* Contract Number <input type="text" value="400045"/></p> <p>* Funding Source <input type="text" value="National Institutes of Health"/></p>
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When do I use Itemization?

Most expenses are not required to be itemized. Itemization is used for the following instances:

- On *Travel Expenses (Travel within the US and Travel outside the US)* for Airfare, Accommodations, and Ground Transportation categories
- Meals with alcohol with a larger Non-Entertainment expense line (itemize alcohol portion and non-alcohol portion)
- If using more than one funding account.
- On *Services Expense* (legal, professional, temporary, or other services)
- For One Card transactions only. If One Card was used by mistake for personal expense, then personal itemization is used. Expenses paid with out-of-pocket funds should not have personal itemizations.

Itemization + ▼ 📄 Remaining Balance 100.00

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

How do you process an expense report when there are multiple expenses?

You can add multiple expenses on one expense report by creating items for each expense. For example, when you have several travel expenses from a trip, such as meals, hotel, transportation, parking, etc., be sure to enter each charge on a separate expense item line. Entering all the expenses in itemization under one expense item line is not acceptable.

Purpose ICAM 2024-Conference

Attachments None

Status Paid

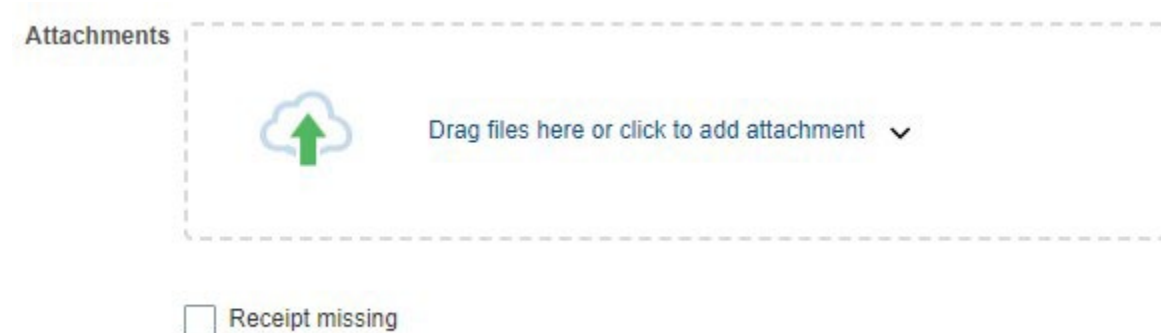
Report Total **281.36**USD

Expense Items (9)

Date	Type	Amount	Merchant	Location	Description	Attachments
4/14/24	Travel Expenses (Travel outside the US) 1 itemization	42.21 USD	Uber	Canada	Uber to Vancouver Airport - ICAM Confe...	<input type="button" value="📄"/> (2)
4/14/24	Travel Expenses (Travel within the US)	26.27 USD	Carlina Laredo	United States	Lunch-Dallas, TX airport-ICAM Confere...	<input type="button" value="📄"/> (1)
4/13/24	Travel Expenses (Travel outside the US)	37.95 USD	PanPacific	Canada	Lunch- Pan Pacific Restaurant - Vanco...	<input type="button" value="📄"/> (2)
4/12/24	Travel Expenses (Travel outside the US)	41.90 CAD	Sheraton Hotel	Canada	Sheraton Hotel Cafe Purchase - ICAM V...	<input type="button" value="📄"/> (1)
4/12/24	Travel Expenses (Travel outside the US)	56.15 USD	Century Plaza Hotel	Canada	Century Plaza Hotel Dinner-Vancouver-...	<input type="button" value="📄"/> (2)
4/11/24	Travel Expenses (Travel outside the US) 1 itemization	32.61 USD	Black Top and Checker Cabs	Canada	Black Top and Checker Cabs - Vancouver...	<input type="button" value="📄"/> (2)
4/11/24	Travel Expenses (Travel within the US) 1 itemization	27.85 USD	Uber	United States	Uber Ride to BNA Airport	<input type="button" value="📄"/> (1)
4/11/24	Travel Expenses (Travel within the US)	18.39 USD	Ole Red BNA	United States	Lunch-Ole Red BNA Airport-ICAM Confer...	<input type="button" value="📄"/> (1)
4/11/24	Travel Expenses (Travel within the US)	9.42 USD	8th and Roast	United States	8th & R Coffee -airport-Vancouver-ICA...	<input type="button" value="📄"/> (1)

How is a missing receipt handled?

Make sure to “check” the Receipt Missing box (*on the right under the file attachment hyperlink*) and provide a justification for the missing receipt (*on the left in the description box*).



Attachments

Drag files here or click to add attachment

Receipt missing

Original receipt documentation for all expenses equal to or greater than \$75 is required. Additional supporting documents may be requested if the original receipt is not available.

Is there a time limit for submitting expense reports?

Individuals must submit out-of-pocket reimbursement requests within 60-days of incurring the expense. The Expense & Payment Cards department will report any reimbursement submitted outside of the 60-day window to Payroll as taxable income.

- Expenses not incurred within the previous 12 months are not reimbursable.
- *Special Note: If a traveler provides proof of conference dates for an audit trail (conference agenda, screen shot of conference website, anything substantiating the date of conference), they can use the last day of the conference when submitting their reimbursement and VU should and will reimburse as non-taxable within 60 days of the last day of the conference.*

All One Card transactions are required to be submitted and approved within 30 days of their posted date.

What is the per diem rate for Vanderbilt?

The per diem rate is systematically calculated in Oracle based on the number of travel days. It includes meals, snacks, room service, and tips for an entire day while traveling for Vanderbilt business purposes. After entering the start date and the end date of the trip, click on Calculate button to generate the per diem rate.

Per diem *does not* apply to group meals, business meals, entertainment, One Card expenses, or meals included as part of a registration fee.

Per diem rate cannot be used for federally funded accounts.

How are foreign currency charges expensed?

When a transaction is in foreign currency, please use the currency converter in the expense module to properly convert expenses to U.S. dollars.

In the Amount section, enter the amount in foreign currency (USD is set as default) by clicking the dropdown menu and choose the correct currency. Then it will convert the rate into U.S. dollars.

The image shows a screenshot of a web form with a dropdown menu open. The dropdown is currently set to 'USD'. The menu lists various currencies and their full names. The 'USD US Dollar' option is highlighted in light blue. To the left of the dropdown, there are labels for form fields: '* Amount', 'Number of Days', 'Daily Amount', '* Description', and '* Merchant Name'. The dropdown menu is positioned over the 'Amount' field.

Label	Code	Full Name
* Amount	USD	US Dollar
Number of Days	EUR	Euro
Daily Amount	GBP	Pound Sterling
* Description	JPY	Yen
* Merchant Name	ADP	Andorran Peseta
	AED	UAE Dirham
	AFN	Afghani
	ALL	Lek
	AMD	Armenian Dram
	ANG	Netherlands Antillian Guilder

Why do some of the information get deleted occasionally when I submit an expense report?

When working on an expense item page, be sure to save the information before moving on to the next expense item page. If you do not save each time, the information you have entered gets lost when you submit your expense report.