Travel Policy
Department of Biomedical Informatics
Revised: 12/01/05 by Linna Guzzi

Steps to be taken when traveling on behalf of Vanderbilt:

Step 1: At least 2 weeks prior to travel, complete the top half of the green “Authorization for Official Travel” (see last page of this document for sample). All blanks must be filled out on the upper portion of the travel request including “estimated reimbursable travel expense” and “proposed centers to be charged”. If you do NOT know the center number, then please put the description and the center number will be added. If you are not going to have any reimbursable expenses then the words “For Insurance Only” must be put in the “proposed centers to be charged” section.

Step 2: Sign the document after the abbreviated excerpt of Vanderbilt’s travel policy is read and understood.

Step 3: Your immediate supervisor should sign this document to show approval. For some people this may be the Chair of the Department. If so, then please go to step 4.

Step 4: Return to the Administrative Officer’s Administrative Assistant for further processing. Once the document is approved by the Chair or designee of Biomedical Informatics it will either be returned to the Administrative Assistant of the traveler or will be kept by the Administrative Officer’s Administrative Assistant until trip is complete. The Administrative Assistant will be responsible for letting the traveler know that the trip has been approved or denied.

Step 5: If you have any expenses that can be paid up front, such as airfare, registration, hotel, etc., we strongly encourage you to allow us to make the travel arrangements so that you do not have to use your personal credit card. This will be done using a check request (requesting that a check be sent to vendor) or using the Department p-card.

Step 6: Within 10 days after traveler returns from his/her trip, turn receipts into the Administrative Assistant who will be completing the financial portion of this document.

Step 7: Administrative Assistant will complete and request traveler’s signature.

Step 8: Copies will be made for Biomedical Informatics files and original will be sent to Finance for processing.

Step 9: Check will normally be cut within 10 business days and given to the traveler.

Biomedical Informatics Policies:
- No alcohol will be reimbursed for Vanderbilt related business trips.
- The max per day for all meals is $60.00. Receipts are required for all purchases greater than $25.00.

Department of Finance Policies:
- Original receipts are required for all travel related expenses greater than $25.00. If receipt is unavailable please see Administrative Officer.
- Receipts must show proof of payment. Appropriate documentation would be a receipt with a credit card number, a cancelled check, a receipt that shows payment by cash, or the actual credit card payment, etc…
- Canada, Mexico and Puerto Rico are considered domestic travel.
- If a group meal is included for full reimbursement, a list of attendees must accompany it. If the person is only paying for their portion of the bill, please indicate that on the receipt and write the reimbursable amount beside the total on the receipt.
A traveler cannot be reimbursed for both gasoline and mileage. Only one is reimbursable. See link below for the current mileage reimbursement rate.

The Department of Finance will only reimburse a total of $24 for short term parking at the airport. If long term or satellite parking is used, the full amount will be reimbursed.

Phone calls will be reimbursed for one personal long distance call per day for a reasonable length of time. Reimbursement for business-related long distance calls necessary while traveling are reimbursable. Internet is also fully reimbursable so long as used for business related purposes.

Exceptions to this policy will be handled on a case by case basis. See Administrative Officer for any exceptions.

Administrative Requirements for Administrative Assistants filling out the reimbursement portion of the travel request form:

- For reimbursements prior to the actual travel, a copy of the green “Authorization for Official Travel” showing the Chair or Designee’s approval must be attached to any travel related check request or p-card for auditing purposes.
- If an outside agency paid for any items such as airfare, hotel, registration, etc, please just make a note of that at the bottom of the expense report.
- Phone calls, meals, parking and internet charges on the hotel bill should be separated out on the travel report.
- For Foreign travel, a copy of the exchange rate via the internet must be attached. Please refer to this website: http://www.oanda.com. When requesting reimbursement, the exchange rate on a day in the middle of trip can be used. It is not necessary to have an exchange rate for every day.
- Mark the “Check Distribution” section at the bottom of travel report.
- The traveler and the person preparing the travel report must sign the travel report. The person preparing the travel report can sign anywhere at the bottom of the form.
- When preparing the final travel report, if there was anything that was pre-paid by Vanderbilt a copy of the check request/p-card receipt must be attached to the final travel report. Asterisk “*” the item and put how it was reimbursed for (check request or p-card) on the travel reimbursement form.

Links:

**Vanderbilt Travel Policy:**
http://polproc.mc.vanderbilt.edu/policy/att5-30a.html
(You may be asked if this is a trusted source when opening this document – check yes)

**Current mileage reimbursement rate:**
https://finweb.mc.vanderbilt.edu/Support/VUOnly/Admin/PoliciesProcedures/AutomobileRateMemo.pdf
(You will be asked for your vunet ID and password. Then you may be asked if this is a trusted source when opening this document – check yes)