

Peabody Travel Policy – Faculty and Staff (Domestic and International)

(Revised 10/16, 8/17, 8/19)

The items below are consistent with and/or in addition to the university's travel policy. The items below are not exhaustive but address the most common elements of faculty/staff travel.

Pre-Approval to Travel

- A travel authorization form must be submitted in advance of the trip and signed by an approved authority. Approval is as follows:
 - Dean's Office (Dean's Office paid travel), Department (all other travel)

Air Travel

- Reservations must be booked through the online tool, Concur, or directly with World Travel Agency.
 - Any travel booked outside Concur or World Travel will not be reimbursed without Provost Office approval. Request for approval should be made through the Dean's Office.
- Business class or First-class seating (even for medical reasons) must be approved in advance by the Provost's Office.
- When providing flight comparisons, the comparisons must be done at least 2 weeks in advance and for the same days/time of travel.
- If a spouse/partner drives a traveler to the airport, only one round trip mileage is reimbursable.

Hotels

- Travelers may book hotel rooms through Concur or directly with World Travel and ~~but~~ are encouraged to find the best rate possible.
- If conference sponsored hotels are available, travelers should stay in one of the conference sponsored hotels, or provide an explanation if a more expensive hotel is selected.
- Travelers may only be reimbursed at the conference sponsored hotel rates. Documentation of rates should be provided.
- Hotel bills must be itemized and a zero-balance hotel statement is required.

Registration Fees

- Registration should be purchased at the early bird/advanced rates- documentation of rates should be provided.
- Add-ons such as city tours, donations, etc. are not reimbursable.

Car Rental

- Travelers should rent mid-size/economical cars unless a valid business purpose is provided for requiring a larger car, such as carrying equipment or group travel.
- Travelers should decline all insurance coverage offered by the rental car company if traveling within the US. Insurance coverage is not reimbursable when traveling on domestic university business.
- Pre-paid fuel options offered by the rental car company are not reimbursable.

Meals

- For faculty/staff, no individual meal may exceed \$75 total, including tip and tax.
 - For students, no individual meal may exceed \$50 total, including tip and tax.
- All alcohol must be reported separately from other travel expenses.
 - Alcohol consumed without a meal, including happy hours, night caps, mini bar, etc. will be considered personal entertainment and not allowed for reimbursement.
- Group meals with:
 - **Other VU authorized travelers** – travelers attending a group meal are strongly encouraged to pay for their meals separately. In instances where separate checks are not practical, a list of attendees must be documented and added to the travel report.
 - **Non-VU travelers and a business purpose** – a business purpose and a list of attendees must be documented in writing and attached to the travel report.
 - **Non-VU travelers and no business purpose** – only actual, reasonable items consumed by the traveler will be allowed for reimbursement. Items should be identified by circling them on the receipt or documented in writing- splitting 50/50 is not a valid method of allocation.
- Meal expenses for spouses/partners/children are not allowed for reimbursement.
- No tips in excess of 20% will be reimbursed.

Mileage Reimbursement

- If a business trip is 1,000 or more miles round-trip, an airfare comparison is required. The lesser amount, mileage vs. airfare, will be allowed for reimbursement.

Miscellaneous

- Expenses for food, snacks, and alcohol from hotel mini bars are not allowed.
- Food purchases outside of a meal may be considered a personal expense and not allowed for reimbursement.

- Travel reports should be submitted within 30 days and must be submitted within 60 days to avoid tax implications.
- Travel expenses charged to a OneCard must be submitted within 30 days.
- Laundry charges are considered to be a personal expense and not reimbursable except in extenuating circumstances. A memo explaining the circumstances must accompany the travel report.

Receipt Requirements

- The traveler is expected to provide receipts for all business expenditures, particularly when traveling on behalf of a sponsored project.
- Itemized receipts are required for all expenditures of \$75 or more

Per Diem

- Travelers may choose to use a per diem of \$51 per day.
 - This method can only be used if reimbursement is 100% non-federally funded
 - The same reimbursement method must be used for the duration of the trip
 - Per diem rate includes all meals, snacks, and incidental expenses (baggage tips, porter tips) for the entire day
 - The method cannot be used when trip includes meals purchased with Vanderbilt credit card, business/group meals or entertainment expenses

Traveling on Grant Funds

- The same daily limits above also apply to grant travel.
- Airport parking is reimbursed at no more than the Long-Term Rate
- Itemized receipts for all business expenditures are required.
- Include documentation of meeting/conference/speaking engagement/observation/etc. (example: agendas, invites, or scheduling details).
- Internet and personal phone call charges are not allowable.
- GPS and other upgrades when renting a car are not allowable.

If there are specific questions regarding faculty or staff travel, please contact the Associate Dean for Fiscal Affairs.

Please refer to the Guidelines for Faculty Travel Supported by Institutional Funds for additional information. <https://peabody.vanderbilt.edu/secure/docs/Guidelines-for-Faculty-Travel-Supported-by-Institutional-Funds-071919.pdf>