

VANDERBILT UNIVERSITY MEDICAL CENTER DEPARTMENT OF PSYCHIATRY POLICIES AND PROCEDURES

Travel Policy

PURPOSE

This details the Department of Psychiatry policies for official travel and describes the procedures by which the department reimburses individuals for expenses incurred. The policies apply to all official department travel, regardless of funding source. Students traveling on behalf of the department (e.g., to present a paper) are subject to the policies stated below. All individuals who travel on behalf of the department or approve expenses incurred by those who travel are responsible for knowledge of and adherence to these travel policies. This policy is in addition to the University Travel Policy. Additionally, faculty should note Article III of the Vanderbilt University Conflict of Interest and Commitment Policy, which addresses the maximum expenditure of time spent on external activities by a faculty member in a given year. Links to these policies are provided on page 3.

GENERAL POLICIES

- Only travel to be reimbursed from VU funds should be booked via the Concur travel system.
- A Travel Authorization Form (<https://medschool.vanderbilt.edu/psychiatry/intranet/forms>) must be completed, and approved by the Department Chair or his designee (for faculty) or Department Administrator (for staff) prior to the trip. Any expenses incurred prior to approval are at risk for not being reimbursed.
- For travel expenses to be reimbursed from a restricted fund (sponsored grants or contracts, endowments or gifts) please keep in mind any restrictions of the individual grant, contract, endowment or gift, including obtaining prior approval from the granting agency in writing.
- All travel expense incurred, including advances, should be properly accounted for within 30 days after the traveler has returned. Any outstanding balance of a travel advance may be deducted from the traveler's payroll check by the University. Travel Expense Reports should be submitted for approval within thirty (30) days of returning from the trip.
- All expenses for reimbursement require a legible, electronic image of the original detailed receipt.
- Gratuities are reimbursed at a limit of 20%.
- The School of Medicine (SOM) does not reimburse on a per diem basis. Reimbursement is based on actual expense incurred.
- Long-term and satellite parking will be reimbursed at the full amount. Reimbursement for short-term parking is limited to the equivalent of the current long-term parking rate (currently is \$13/day).
- Per University policy, failure to follow the travel policies may result in loss of privileges, and, if appropriate under the circumstances, disciplinary action may be taken within the Human Resources policies.
- Travel expense incurred in excess of the traveler's funding limit will be expected to be reimbursed to the Department.

TRAVEL GUIDELINES

A. Transportation

1. Commercial Air Travel

- Except for extreme cases necessitated by business needs and/or to preserve personal safety, air reservations are to be made through the online booking tool or, in the case of international or complex itineraries, directly with CTM. All airfare must be purchased with either a personal credit card or Vanderbilt issues Travel & Entertainment Card at the time of ticketing.
- Commercial air travel expense is reimbursed on the basis of actual cost incurred by the traveler using normally traveled routes at the most economical rate, economy class. First class and business class travel is not allowed.
- The Department will not reimburse travelers for a “free” ticket when airline miles have been used.

2. Personal Automobile Travel

- Travel by automobile is an allowable expense when deemed the most economical and reasonable mode of transportation. Reimbursement will not exceed the total cost of round-trip coach air fare to and from the nearest commercial airport serving the destination. Mileage reimbursement will not include the normal distance to travel to the employee’s worksite.
- When reimbursement for mileage is requested, a list of all trips should be attached to the request for reimbursement. The origin, destination, date of travel, business purpose, and number of miles traveled should be included on the listing, regardless of the length of the trip.
- Travel using personal vehicles will be reimbursed at the current IRS determined mileage reimbursement rate for the dates of travel.

3. Automobile Rental

- Travelers may only rent automobiles when other transportation (such as taxi’s or shuttles) is not available or when the cost of renting is less than other modes of transportation. Original cash register or credit card receipts for the car rental and associated gasoline purchases should be submitted with the Travel Expense Report. Rental expense up to a mid-sized car is reimbursable, unless there is a pre-approved business need for the exception.

4. Local Transportation

- Costs of public transportation, reasonable airport shuttles and taxis are acceptable for service to and from airports and railroad stations, between appointments, and between hotels and meeting locations.

B. Food and Lodging

1. Lodging

Hotels selected should be moderate in price using the online tool, Concur, or the university travel agency (available at Vandebilt.eud/travel). Many hotels offer discounted rates for educational

institutions. Such rates should be requested upon registration. In-room gratuities are considered unallowable and will not be reimbursed. Reasonable internet related charges for work purposes will be reimbursed, but are not chargeable to federal grants.

2. Meals

- Reimbursement for meals is limited to a maximum of \$75.00 per day. Legible, original itemized receipts showing proof of payment (cash or credit card) and the signed credit card receipt should accompany the Travel Expense Report (a pdf. of both items can be uploaded). If a group meal is included for full reimbursement, a list of the attendees with titles and affiliation, or identification of a discernible group, the number of attendees, the geographic location in which the expense was incurred, the date of the expense and its business purpose for all members of the group must accompany it. If the traveler is only paying for his/her portion of the group bill, it should be indicated on the receipt and only that amount included on the expense report. Gratuities for meals will be reimbursed at a limit of 20%.

2. Alcoholic beverages

- Alcoholic beverage expenses are considered a personal expense and will not be reimbursed.

All travel expense requested for reimbursement from Vanderbilt University funds must be submitted via the Concur travel system.

- Canada, Mexico and Puerto Rico are considered domestic travel.
- For foreign travel, the hotel amount can be shown as one lump sum. Please refer to the calculation in the Concur system for conversion.
- Receipts need to show proof of payment (e.g., credit card number, paid by cash).
- Phone calls and meals should not be included in the hotel costs, but should be listed under the appropriate category on the travel expense report.
- Incidental expenses of a personal nature will not be reimbursed (e.g., magazines, spa charges, golf, alcohol, etc.).
- Expense reports should be submitted within 30 days of returning from the trip.
- No travel expenses will be reimbursed for any persons accompanying travelers on university business.

Vanderbilt Conflict of Interest and Commitment Policy -

https://medschool.vanderbilt.edu/faculty/files/faculty/public_files/FINALCOIPolicyEffective8.24.12%20.pdf

Vanderbilt University Travel Policy –

<https://finance.vanderbilt.edu/travel/files/VUTravelPolicy.pdf>

Effective Date 8-13-2013



Department Chairman



Department Administrator

Revision Dates 2-12-2015

2/12/15

Date

2-12-2015

Date