Travel Training

How to Complete the Travel Expense Report
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Travel at Vanderbilt

Vanderbilt defines official travel as movement on official business of the University from one's home or normal place of employment to another destination, and return from there either to one's normal place of employment or to one's home. Commuting between one's home and regular place of employment is not official travel.

To ensure sound business practices and proper reporting, travel expenses must comply with federal regulations and sponsored agreements, particularly federal cost regulations under OMB Circular A-21, tax regulations under the Internal Revenue Code and National Collegiate Athletic Association (NCAA) regulations. Toward that end, the traveler is responsible for understanding this policy before planning and commencing travel for the university. The traveler must complete and submit appropriate forms in a timely and accurate manner, accompanied by sufficient documentary evidence to demonstrate that the expense was incurred, reasonable and business-related.

The purpose of this guide is to explain, in detail, how to fill out the Travel Report form after returning from official travel. For an overview of all forms to fill out for travel, refer to the Travel online training, posted at [http://www.vanderbilt.edu/procurement/disbursement/training.shtml](http://www.vanderbilt.edu/procurement/disbursement/training.shtml). After viewing the online training, use this guide to help you transpose dollar amounts from your travel receipts to correct areas of the Travel Report form.

For detailed explanations of Vanderbilt Travel policies, refer to the Procurement and Disbursements Services website at [http://www.vanderbilt.edu/procurement/travel/default.shtml](http://www.vanderbilt.edu/procurement/travel/default.shtml).
Introduction

This manual explains how to transfer expenses from your travel receipts to the appropriate areas of the Travel Report Form for Expense Reimbursement. A travel report must be submitted by all travelers that received travel prepayments or cash advances and who seek reimbursement for any out of pocket expenses. The report should include all travel expenses for the trip, regardless of the method of payment.

Complete the travel report form, which is the yellow page contained in the Travel Authorization packet of forms (Form 60-002-523), immediately upon returning from a trip.

The University must follow a number of legal requirements imposed by the Internal Revenue Service and external sponsors of research in reimbursing travel expenses. Therefore, Travel Reports that are not properly approved or that do not include appropriate documentation will be returned to the traveler's departmental administration for correction. Travel Reports should be approved and should arrive in the Disbursement Services Department or the Department of Finance within 60 days of the completion of a trip. The necessary approval-routing process should be taken into consideration so that required approvals can be obtained in a timely manner and the Travel Report can be delivered to the appropriate office within the required timeframe. Travel reports submitted longer than 60 days after trip completion will result in Vanderbilt reporting any reimbursements as taxable wages.

Travelers are promptly reimbursed for expenses properly approved and documented. Time, effort and confusion are minimized when travelers complete their Travel Expense Reports fully and accurately and submit them immediately upon returning from a trip.

If receipts for transportation (other than personal vehicle), hotel charges, meals, or other expenses greater than $25 are lost, the traveler should obtain a replacement receipt to accompany the Travel Report. Travelers are encouraged to charge meals, lodging, and other significant travel expenses to their Procurement Card or personal credit card whenever possible. If the original receipt is misplaced, the duplicate charge copy, which accompanies your credit card statement, may be sufficient for reimbursement. Extenuating circumstances should be explained in writing and will be reviewed on an individual basis by the Disbursement Services Department or the Department of Finance. (Proper documentation of expenses is discussed in detail on page 33.)

Tip: The Online Travel Expense Worksheet

For faster data entry and automatic calculations, use the online Excel spreadsheet to enter your expense information. The online expense worksheet is posted at http://www.vanderbilt.edu/procurement/disbursement/forms/Travel_Expense_Worksheet.xls.
Lesson 1: Travel Report Form Header

The header information on the travel report form should transfer via carbon copy from the top page of your travel authorization packet.

### Travel Report Header Information

VANDERBILT UNIVERSITY

| IS THIS PAYMENT TO OR ON BEHALF OF A US CITIZEN OR PERMANENT RESIDENT? X YES NO |
| NAME | Amy Wohlken |
| ADDRESS | Vis Station B # 12345 |
| Nashville, TN 72139 |
| TRIP TO | Tax Advisors’ Conference |
| LOCATION | Chicago, IL |
| DEPART/RETURN | 07/01/07-07/11/07 |
| PURPOSE OF TRIP | Seminar on new tax guidelines |
| ESTIMATED TOTAL TRAVEL EXPENSE | $1,200 |

TRADEL REPORT NO. 000000

The travel expense report should not include your spouse’s, domestic partner’s or other dependent’s expenses.

### Spouse, Domestic Partner, or Other Dependent Expense

Since the IRS does not consider expenditures of this type a qualified business expense, no travel expenses, transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying employees on University travel will be reimbursed/paid.

### Other Incidental Expenses

Vanderbilt will reimburse ordinary and necessary incidental expenses related to travel including but not limited to shipping fees, laundry, and tips. Travelers should use good judgment when tipping but no reimbursement will be allowed for amounts over 20%.

Expenses of a personal entertainment nature including but not limited to movies, recreational fees, health club fees, airline clubs, hotel clubs, country clubs, massages and toiletries will not be reimbursed/paid.
Lesson 2: Expenditures Section

Fill in the Expenditures section of the travel report form by entering costs from receipts into their corresponding location on the grid. The following sections of this lesson explain how to enter costs correctly.

<table>
<thead>
<tr>
<th>Vanderbilt Expenses for:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Fare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi/Car Rental/Limo</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other* (attach list)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*Travel Report Expenditures Section*

**Dates**

Begin by entering each date of your trip in the Date fields. If your trip spans more than seven days, use the online expense form, [http://www.vanderbilt.edu/procurement/disbursement/forms/Travel Expense Worksheet.xls](http://www.vanderbilt.edu/procurement/disbursement/forms/Travel Expense Worksheet.xls), which accommodates up to two weeks of dates. If your travel lasts longer than two weeks, use multiple online expense forms to enter your expenses. Include all forms when submitting them for reimbursement.

<table>
<thead>
<tr>
<th>Vanderbilt Expenses for:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures- Dates</td>
<td>07/07/07</td>
<td>07/08/07</td>
<td>07/09/07</td>
<td>07/10/07</td>
<td>07/11/07</td>
<td>07/12/07</td>
<td>07/13/07</td>
<td></td>
</tr>
</tbody>
</table>

*Expenditures- Dates*
**Mileage**

Use the mileage section when you use your personal automobile for official Vanderbilt travel. Otherwise, skip this section of the form.

*When is travel by personal automobile an allowable expense?*

---

**Travel by Personal Automobile Policy**

Travel by personal automobile is an allowable expense when deemed the most economical and reasonable mode of travel under the circumstances. Factors which should be considered include distance to be traveled (and thus, additional meal and lodging expense if travel time is increased), total costs to be incurred in operating an automobile as compared to other modes of travel, and potential cost savings if a car rental fee will be avoided. The current rate at which Vanderbilt reimburses mileage expenses is intended to cover all transportation and vehicle operating costs, including auto insurance.

Reimbursement will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination, plus the reasonable costs of other appropriate local transportation at the destination. If mileage to the destination exceeds 300 miles, documentation of the cost of round-trip coach airfare must be attached to the Travel Expense Report. For travel less than 300 miles to the destination, travel by automobile is deemed to be the least expensive option and no further cost justification documentation is needed.

Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. **Original cash register or credit card receipts should be submitted with the Travel Expense Report for any expenses greater than $25.** No reimbursement is made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's acts or the actions of others.

If a faculty/staff member's vehicle is used on official travel and causes bodily injury or property damage to another party, the faculty/staff member's insurance will provide coverage to the limit of the employee's policy. If named in a lawsuit, Vanderbilt will provide coverage after the limit of the employee's policy has been reached. Faculty/staff who use their own automobiles or other vehicles on Vanderbilt business are responsible for insuring themselves against personal liability because Vanderbilt has no insurable interest in a faculty/staff member's personal automobile. Departments should be aware of the potential liability in case of an accident involving any uninsured motorist traveling on behalf of Vanderbilt University. Departmental travel administrators are advised to take measures to identify and minimize such liability.

Vanderbilt insures legal liability and property damage arising out of use of its vehicles on Vanderbilt business.

When reimbursement for local mileage is requested, a list of all trips should be attached to the request for reimbursement. Origin, destination, date, business purpose, and number of miles traveled should be included on the listing, regardless of the length of the trip.
# of miles

For each date of your trip, enter the number of miles you drove in your car for official travel purposes in the corresponding # of miles field.

$ amount

For mileage entry, multiply the number of miles driven by the mileage reimbursement rate. This rate reflects the amount Vanderbilt will reimburse per mile driven and is posted at http://www.vanderbilt.edu/procurement/travel/default.shtml. Enter the product (miles driven x mileage reimbursement rate) in the corresponding $ amount field.

Example for Calculating $ Amount:

<table>
<thead>
<tr>
<th>Dates</th>
<th>7/9/07</th>
<th>7/10/07</th>
<th>7/11/07</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td># of miles</td>
<td>100</td>
<td>27</td>
<td>100</td>
<td>227</td>
</tr>
<tr>
<td>Reimbursement rate</td>
<td>$0.485</td>
<td>$0.485</td>
<td>$0.485</td>
<td>n/a</td>
</tr>
<tr>
<td>$ amount</td>
<td>$48.50</td>
<td>$13.10</td>
<td>$48.50</td>
<td>$110.10</td>
</tr>
</tbody>
</table>

= # of miles x reimbursement rate

Mileage Values Entered on Expense Report:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td>#</td>
<td>100</td>
<td>#</td>
<td>27</td>
<td>#</td>
<td>100</td>
<td>#</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$ amount</td>
<td>$48.50</td>
<td>$13.10</td>
<td>$48.50</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$110.10</td>
</tr>
</tbody>
</table>

Mileage Reimbursement for Travel Expenses

Calculate the total by adding all charges on the # of miles and $ amount rows.
Airfare

If you Charge Airfare to a Credit Card

If you charge airfare to your personal credit card, or PCard, enter the total airfare, including all taxes and fees, in the field for the first or last day of the trip on the Air Fare row.

Sample Receipt from Airline for Airfare:

![Sample Airfare Receipt](image)

- **Confirmation Number**: 595P4
- **Passenger(s)**: AMY WOHLKEN
- **Itinerary**:
  - Date: Jul 09
  - Flight: 2756
  - Routing Details: Depart Nashville (BNA) at 09:35 AM

Cost and Payment Summary:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>$276.28</td>
</tr>
<tr>
<td>Tax</td>
<td>$14.66</td>
</tr>
<tr>
<td>PFC Fee</td>
<td>$4.50</td>
</tr>
<tr>
<td>Security Fee</td>
<td>$2.50</td>
</tr>
<tr>
<td><strong>Total Payment</strong></td>
<td><strong>$297.94</strong></td>
</tr>
</tbody>
</table>

Form of payment: Visa
Payment Status: CONFIRMED
Card Holder Name: AMY C WOHLKEN
Card Number: X0X0X0X0X0X0X0X0X1234
Payment amount: $297.94

Airfare Entry on Travel Expense Report:

<table>
<thead>
<tr>
<th>Mileage</th>
<th># of Miles</th>
<th>Mileage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td></td>
<td>Air Fare Expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$297.94</td>
</tr>
</tbody>
</table>

Calculate the total by adding all charges on the Air Fare row.
**Taxi / Car Rental / Limo**

If you take a taxi or rent a car or limousine service on your trip, fill in all relevant expenses under the **Taxi / Car Rental / Limo** section of the travel expense report.

Break out your expenses by day if taking multiple taxis or limos on your trip. For rental cars, you can enter the total charges under the date of the trip when you returned the car or enter expenses by day.

---

**Sample Car Rental Receipt:**

**NEW ORLEANS INT’L AP**

**RR 1515869012**

**AMY WOHLKEN**

**VEHICLE: 2016 FORD FOCUS**

**DRIVER: LA M201726**

**COMPANY: 1600-555-5555 / WEB: / FAX:**

**COMPLT BY: 04/20/17**

**RENTED: NEW ORLEANS INT’L A/P**

**RETURN: 05/30/17**

**TOTAL MILES: 1339 Miles**

**MILES ALLOWED: 1500 MILES**

**MILES CHARGED: 1339 MILES**

**DISCOUNT: 0%**

**TOTAL: $61.99**

**FUEL: $2.34 PER GALLON**

**TAX: $13.99**

**NET DUE: $58.66**

---

**Sample Car Rental Receipt**

---

**Taxi / Car Rental / Limo Entry on Travel Expense Report:**

<table>
<thead>
<tr>
<th>Mileage: # of miles/ $ amount</th>
<th>DATE: 08/30/07</th>
<th>DATE: 08/31/07</th>
<th>DATE: 09/01/07</th>
<th>DATE: 09/02/07</th>
<th>DATE: 09/03/07</th>
<th>DATE: 09/04/07</th>
<th>DATE: 09/05/07</th>
<th>DATE: 09/06/07</th>
<th>DATE: 09/07/07</th>
<th>DATE: 09/08/07</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>211.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>211.66</td>
</tr>
<tr>
<td>211.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>211.66</td>
</tr>
</tbody>
</table>

**Car Rental Expense**

Calculate the total by adding all charges on the Taxi / Car Rental / Limo row.
Hotel

For hotel stays, enter the nightly cost for your room, including all relevant taxes and fees, under each date of your stay at the hotel. Do not include charges such as room service, parking, telephone or Internet-use charges in this category. Those charges fall into other categories, such as meals (breakfast/lunch/dinner), Parking, and Other, respectively.

Sample Hotel Receipt:

Note that in the example receipt above, the vendor broke out Room & Tax charges below the itemized charges to show that $101.57 of the total bill ($140.52) is for room charges.
Hotel Entry on Travel Expense Report:

<table>
<thead>
<tr>
<th>Vanderbilt Expenses for:</th>
<th>DATE: 08/30/07</th>
<th>DATE: 08/31/07</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Air Fare</td>
<td>$211.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$211.85</td>
</tr>
<tr>
<td>Taxi/Car Rental/Exp</td>
<td>$90.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$90.33</td>
</tr>
<tr>
<td>Hotel</td>
<td>$101.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$101.57</td>
</tr>
</tbody>
</table>

**Hotel Expense**

Calculate the total by adding all charges on the Hotel row.

**Traveler’s Breakfast / Lunch / Dinner**

For each meal category—Breakfast, Lunch, Dinner—enter your daily totals spent. For any meals over $25, be sure to include original, itemized receipts when turning in your expense report.

For meals charged to a credit card, include the original, itemized restaurant receipt.

For meals ordered from hotel room service, those charges should appear on your hotel receipt. Include room service charges under the appropriate meal and date—not under the Hotel expense category.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Air Fare</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Taxi/Car Rental/Exp</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Hotel</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Traveler’s Breakfast</td>
<td>$4.97</td>
<td>$5.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9.91</td>
</tr>
<tr>
<td>Traveler’s Lunch</td>
<td>$10.28</td>
<td>$11.04</td>
<td>$10.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$31.87</td>
</tr>
<tr>
<td>Traveler’s Dinner</td>
<td>$22.54</td>
<td>$26.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$48.78</td>
</tr>
</tbody>
</table>

**Meal Expenses**

Calculate the totals by adding all charges for the Traveler’s Breakfast, Traveler’s Lunch, and Traveler’s Dinner rows individually.

**Food and Beverage Expenses Considered Entertainment**

If the meal included others, (e.g., entertaining a donor, recruit, etc.) enter the expense under the Other category—not in this section.

Alcoholic beverage costs are generally considered personal expenses and are therefore ineligible for reimbursement; however, if reimbursement is approved by your department, the charges must always be classified under the Other category as entertainment expenses, regardless of the funding source for the trip.

See page 18 for more details on meals as Entertainment expenses.
Alcohol Charges on a Travel Expense Report:

In the example below, the traveler’s department allows alcohol to be charged as a travel expense. The traveler had a glass of wine with dinner and therefore must isolate that charge under the Other category while keeping the remaining meal charges under Dinner. More details on how to use the Other category begin on page 14.

![Sample Dinner Receipt Including Alcohol](image)

**Meal and Other Expenses for Dinner with Alcohol**

- **Donatello’s Italian Restaurant**
  - 5849 Spring St.
  - Chicago, IL

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/09/07</td>
<td>Caesar salad</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td>Lasagna</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>GI red wine</td>
<td>$6.95</td>
</tr>
</tbody>
</table>

**Receipt Details**

- **SUBTOTAL**: $22.95
- **TAX**: $1.61
- **GRAT**: $4.13
- **TOTAL**: $28.68

**NOTE**: Alcohol charge is excluded from the meal charge calculation.
**Registration**

Enter the registration fee under the first date of your trip in the Registration category:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage:</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Asset:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ amount</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Air Fare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Taxi/Car Rental/Limo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Traveler’s Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Traveler’s Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Traveler’s Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Registration</td>
<td>$475.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$475.00</td>
</tr>
</tbody>
</table>

**Parking**

For the Parking category, enter any parking charges, such as airport parking, hotel garage, or event parking, from your trip. If you have multiple parking charges for one date (e.g., hotel garage and airport parking), enter the sum of the charges into the corresponding field for that day.

**Sample Parking Receipt:**

```
NASHVILLE INTL AIRPORT PARKING

08/30/07  Economy Parking  $6.00
08/31/07  Economy Parking  $6.00

SUBTOTAL   $12.00
AMOUNT DUE $12.00
```

**Airport Parking Receipt**

In the example above, total parking charges equal $12.00, $6.00 for 8/30 and $6.00 for 8/31.
Parking Entry on Travel Expense Report:
For each date of your trip, enter the total parking costs for that day in the Parking row of the travel expense report:

<table>
<thead>
<tr>
<th>Mileage: # of miles/ $ amount</th>
<th>DATE: 08/30/07</th>
<th>DATE: 08/31/07</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td>211.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>211.85</td>
<td></td>
</tr>
<tr>
<td>Taxi/Car Rental/Limo</td>
<td>90.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90.33</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>101.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>101.57</td>
<td></td>
</tr>
<tr>
<td>Traveler’s Breakfast</td>
<td>6.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.75</td>
<td></td>
</tr>
<tr>
<td>Traveler’s Lunch</td>
<td>12.47</td>
<td>8.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21.23</td>
<td></td>
</tr>
<tr>
<td>Traveler’s Dinner</td>
<td>33.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>33.16</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>6.00</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.00</td>
<td></td>
</tr>
</tbody>
</table>

Parking Expenses
Enter the total parking expense under Totals.

Other
In the Other category list any other expenses incurred which are not accounted for under the categories listed. Examples include entertainment, gas for a rental car, telecommunications expenses, internet charges for your work laptop computer, etc.

The list below shows examples of Other expenses incurred on a trip. A list of your other expenses should be included with your receipts when you submit your travel report, and total costs from the list should appear under Other on the travel report. If you use the online Travel Expense Worksheet, space is provided for you to enter the other expenses below the Expenditures grid.

Sample List of Other Expenses:

Documentation of Other Expenses
Amy Wohlken
Travel Expense Report # 696433

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>07/09/07</th>
<th>07/10/07</th>
<th>07/11/07</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas- Rental Car</td>
<td></td>
<td></td>
<td>$19.87</td>
<td>$19.87</td>
</tr>
<tr>
<td>Phone Calls</td>
<td>$3.25</td>
<td>$3.25</td>
<td></td>
<td>$6.50</td>
</tr>
<tr>
<td>Daily Total</td>
<td>$3.25</td>
<td>$3.25</td>
<td>$19.87</td>
<td>$26.37</td>
</tr>
</tbody>
</table>

List of Other Travel Expenses
Other Entry on Travel Expense Report:

For each date of your trip, enter the total other costs for that day in the Other row of the travel expense report. The example below shows the Other amounts from the above list included on a travel expense report:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>Air Fare</td>
<td>297.94</td>
<td>297.94</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi/Car Rental/Limo</td>
<td>31.62</td>
<td>31.62</td>
<td>31.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>204.68</td>
<td>204.68</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Breakfast</td>
<td>4.97</td>
<td>5.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Lunch</td>
<td>10.28</td>
<td>11.04</td>
<td>10.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveler's Dinner</td>
<td>22.54</td>
<td>26.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>3.25</td>
<td>3.25</td>
<td>19.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other* (attach list)</td>
<td>3.25</td>
<td>3.25</td>
<td>19.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the total other expense under Totals.

**Entertainment Expenses as Other Charges**

The Other category on the travel expense report includes expenses considered entertainment. The following Vanderbilt policy explains when meal expenses should fall under the Other category as an entertainment expense instead of under a meal category.

**Entertainment Expenses Policy**

Approved meal expenses exceeding a reasonable amount should be recorded as entertainment expenses. **All entertainment expenses must be coded to account number 62110**, thereby isolating those costs from direct or indirect charges to Government funds. Entertainment, as well as alumni and development expenses, cannot be charged to Government restricted centers under any circumstances. **Alcoholic beverage costs are generally considered personal expenses; however, if reimbursement is approved, the charges must always be classified separately as entertainment expenses, regardless of the funding source for the trip.**

A significant volume of University travel is funded by Government contracts and grants, and it is imperative that travelers maintain good judgment and reasonableness in travel expenditures. Travel policies administered at the departmental level should be consistent between restricted and unrestricted funds.
Supporting Documentation for Entertainment

The table below is published by the IRS and explains what documentation the IRS requires to support travel and entertainment expenses:

<table>
<thead>
<tr>
<th>Table 5-1. <strong>How To Prove Certain Business Expenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF you have expenses for...</strong></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Entertainment</td>
</tr>
<tr>
<td>Gifts</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
</tbody>
</table>

*IRS Table 5-1: How to Prove Certain Business Expenses*

As outlined above and advised by Vanderbilt, include documentation containing the following information when submitting a travel report containing entertainment expenses:

- Name and address of expense.
- Date of event.
- Business purpose or the nature of discussion, activity or meal.
- List naming all the people you were entertaining and their business relationship to you.
Sample Documentation for Entertainment Expenses:

Frank Fundraiser, Development and Alumni Relations

Travel Report #696457

Entertainment Expenses
09/14/07

Ruth's Chris Steakhouse
17840 Dallas Pkwy
Dallas, TX

Purpose of meal: entertaining area donors who are contributing $10,000 or more to fund undergraduate scholarships.

Attendees at meal:
John Smith, donor for scholarships
Mary Adams, donor for scholarships
James Moore, donor for scholarships
Susan Austin, donor for scholarships

Explanation of Entertainment Expenses for Meal

![Receipt from Meal to be Expensed as Entertainment]
Meal as Entertainment on Travel Expense Report:

On the travel expense report, enter the entertainment expenses under the Other category for the corresponding date. If you incur multiple charges that should fall into the Other category for that date, add those charges to the entertainment expenses. Remember to include documentation, including receipts, explaining all Other charges.

If you use the online Travel Expense Worksheet for your entries, the Totals column will automatically update with the Other expenses. Otherwise, manually enter the total Other expense under Totals.

The Other category in the example below shows a travel expense report that includes the dinner entertaining donors for 9/14/07. Note that when a meal is considered entertainment, you do not include the meal expense under Traveler’s Dinner.

In the Account / Center / Amount section below Expenditures, isolate entertainment expenses by grouping them under account 62110 so those charges will not go to a travel-related account. Consult your department to determine the correct center number to use with this account number. (Refer to page 20 for further details on entering information in the Account/Center/Amount section.)

<table>
<thead>
<tr>
<th>Account Expenses for:</th>
<th>DATE: 09/14/07</th>
<th>DATE: 09/15/07</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$501.56</td>
<td>$258.67</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$760.23</td>
</tr>
<tr>
<td>Air Fare</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>247.68</td>
</tr>
<tr>
<td>Hotel</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>110.34</td>
</tr>
<tr>
<td>Traveler’s Breakfast</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>4.99</td>
</tr>
<tr>
<td>Traveler’s Lunch</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>5.45</td>
</tr>
<tr>
<td>Parking</td>
<td>6.00</td>
<td>6.00</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>12.00</td>
</tr>
<tr>
<td>Other (attach list)</td>
<td>379.77</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
</tbody>
</table>

Other Category with Entertainment Expenses

Isolate all entertainment expenses in account 62110.
Total Expenditures

The last row of the Expenditures section, Total, contains sums of expenses for each date on the trip report. If you use the online Travel Expense Worksheet for your entries, the Total row will automatically update with the daily sums. Otherwise, manually enter the daily sums in this row.

The sum in the Totals column should match the sum in the Total row and should include all travel expenses for the trip, regardless of the method of payment. In the example below, the sum in the Totals column, $760.23, equals the sum in the Total row, $760.23.

Total Actual Expenditures on Travel Expense Report

Total P-Card Transactions

Immediately below the table containing travel expenses is a field for Total P-Card Transactions. Enter all travel expenses that were charged to your P-Card in this field.

Transaction Detail Report for Travel with a PCard

When submitting PCard expenses with travel reports, include the Transaction Detail Report from US Bank’s Access Online (https://access.usbank.com) website. For more information on running reports in Access Online, refer to US Bank’s online training media at https://wbt.access.usbank.com/.
Lesson 3: Total Prepayment Amounts

Total Prepayment Amounts Paid Directly to Vendor

If you filled out a Travel Prepayment Request form to pay a vendor for a registration fee, hotel deposit and/or Super Saver airfare, enter the amount paid to the vendor(s) in the corresponding fields. Include the form number from the Travel Prepayment Request form in the field below the amount pre-paid to the vendor.

| TOTAL PREPAYMENT AMOUNTS (paid directly to vendor) | (Reg. Fee $_______) Hotel Deposit $110.34 Super Saver $247.68 (Total $358.02) |
| FORM # ________ | FORM # 123456 | FORM # 654321 |

Subtotal to Distribute

Calculate the Subtotal to Distribute by subtracting the Total PCard Transactions and Total Prepayments to vendors from the TOTAL in the lower right corner of the expense grid.

\[
\text{SUBTOTAL TO DISTRIBUTE} = \text{TOTAL from Expenditures section} - \text{Total PCard Transactions} - \text{Prepayments to Vendors}
\]
In our example, the TOTAL in the expenditures section was $760.23. Total PCard transactions equaled $10.44, and total prepayments to vendors were $358.02.

$$760.23 - 10.44 - 358.02 = 391.77$$

Therefore, the Subtotal to Distribute is $391.77.

```
<table>
<thead>
<tr>
<th>Vanderbilt Expenses for:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>DATE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09/14/07</td>
<td>09/15/07</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Mileage: # of miles/ $ amount</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>Air Fare</td>
<td>$247.68</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>247.68</td>
</tr>
<tr>
<td>Taxi/Car Rental/Limo</td>
<td>$110.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>110.34</td>
</tr>
<tr>
<td>Hotel</td>
<td>$6.46</td>
<td>$6.46</td>
<td>$6.46</td>
<td>$6.46</td>
<td>$6.46</td>
<td>$6.46</td>
<td>379.77</td>
</tr>
<tr>
<td>Total</td>
<td>$501.58</td>
<td>$258.67</td>
<td>$501.58</td>
<td>$258.67</td>
<td>$501.58</td>
<td>$258.67</td>
<td>$760.23</td>
</tr>
</tbody>
</table>
```

**TOTAL P-CARD TRANSACTIONS**

TOTAL PREPAYMENT AMOUNTS (paid directly to vendor)

<table>
<thead>
<tr>
<th>FORM</th>
<th>FORM</th>
<th>FORM</th>
<th>SUBTOTAL TO DISTRIBUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. Fee $500.00</td>
<td>Hotel Deposit $110.34</td>
<td>Super Saver $247.68</td>
<td>$391.77</td>
</tr>
</tbody>
</table>

Subtotal to Distribute

This value reflects the amount of money to be distributed to the cost centers and accounts for your department. The pcard and prepayment amounts are deducted since these amounts were previously charged to your department at the time of processing.
Foreign Currency

If receipts for reimbursement are in a foreign currency, and the payee has requested reimbursement in US Dollars, enter all amounts on the Travel Reimbursement form in U.S. dollars and attach a conversion chart (specific to the dates on the receipts). If the conversion factors are not available on the documentation/receipts, use the free online tool at http://www.oanda.com/convert/classic to convert foreign currency into U.S. dollar amounts. This tool will allow you to look up exchange rates for the specific dates of your expenses.

Example: a receipt for taxi fare purchased for 65 Euros on February 26th, 2009 shows that the reimbursement in U.S. dollars is $83.28.

Thursday, February 26, 2009

65 Euro = 83.28450 US Dollar
65 US Dollar (USD) = 50.72973 Euro (EUR)

Median price = 1.26117 / 1.26130 (bid/ask)
Minimum price = 1.26297 / 1.26906
Maximum price = 1.31805 / 1.31820

Currency Conversion Example
Account/Center/Amount Values
After calculating total trip expenses minus the amount paid to vendors through the PCard and/or travel prepayments, enter the account and center combinations to which the Subtotal should be charged.

Entertainment
Remember to include all entertainment expenses in the account and center number section by charging entertainment to account number 62110. (Refer back to page 18 for more details on entering entertainment charges on your expense report.) Consult your department for the correct center number to use for entertainment expenses.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>62110</td>
<td>1-44-110-0000</td>
<td>379.77</td>
</tr>
<tr>
<td>62670</td>
<td>1-44-110-0000</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL DISTRIBUTED</td>
<td>$391.77</td>
<td></td>
</tr>
</tbody>
</table>

Travel Subtotal Distributed to Accounts and Cost Centers
Check your math: After specifying the amounts to charge to one or more account/center combinations, the dollar amount entered in the TOTAL DISTRIBUTED line should equal the dollar amount in the SUBTOTAL TO DISTRIBUTE line.
**Cash Advance and Prepayment Paid to Traveler**

Do not include the following expenses in the Cash Advance and Prepayment Paid to Traveler section: PCard charges for travel or travel pre-payments made directly to a vendor. PCard expenses and travel pre-payments made directly to vendors are charged to the account/center via Access Online or the Travel Pre-Payment Form and accounted for in the section preceding this one.

Do fill out this section if:

- You received a cash advance from Vanderbilt using the **Cash Travel Advance** form.

  OR

- You paid for a registration fee, hotel deposit, and/or super saver airfare yourself and requested reimbursement via the **Travel Prepayment Request** form.

If you received a cash advance, enter the amount of the cash advance in the **Cash Advance** field and enter the Cash Travel Advance form number used to acquire the advance in the **Form #** field below the amount.

If you paid out-of-pocket and were previously reimbursed for a registration fee, hotel deposit, and/or super saver airfare, enter the amount(s) paid in the corresponding fields. Include the Travel Prepayment Request form number(s) in the **Form #** field below each amount.

In the field on the far right, enter the sum of the cash advance and/or any prepayments for which you were reimbursed.

![Cash Advance and Prepayments Paid to Traveler](image)

In our example, we requested no cash advance, and all prepayments were made directly to the vendor. Therefore, this section remains blank.
Prepayment and Cash Advance Policies

Registration Fee Policy
Registration fees for non-local events should be requested using the Request for Registration Fee form.
If paid directly to an external vendor, the amount will be charged directly to the appropriate cost center (departmental budget). Registration fees which are direct-expensed may be reported in the expenditure section but should not be included in the amount to be charged to the center or the amount to be reimbursed when the Travel Expense Report is filed.
If paid to the traveler, the amount will be charged to the travel receivable account. Upon trip completion the registration fees should be reported in the expenditure section, included in the amount to be charged to the center, and listed under "Cash Advance and Prepayments Paid to Traveler" on the Travel Expense Report. Thus, the registration fee is charged to the departmental budget and deducted from the receivable account at the time the Travel Expense Report is processed.
Registration fee pre-payments may not be obtained from Vanderbilt when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

Hotel Deposit Policy
Hotel deposits for non-local events should be requested using the Request for Hotel Deposit form.
If paid directly to an external vendor, the amount will be charged directly to the appropriate cost center (departmental budget). Hotel deposits which are direct-expensed may be reported in the expenditure section but should not be included in the amount to be charged to the center or the amount to be reimbursed when the Travel Expense Report is filed.
If paid to the traveler, the amount will be charged to the travel receivable account. Upon trip completion the hotel deposit should be reported in the expenditure section, included in the amount to be charged to the center, and listed under "Cash Advance and Prepayments Paid to Traveler" on the Travel Expense Report. Thus, the hotel deposit is charged to the departmental budget and deducted from the receivable account at the time the Travel Expense Report is processed.
Hotel deposits may not be obtained from Vanderbilt when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.
Super Saver Airfare Policy

The traveler may complete the Request for Super Saver Advance form if an airline ticket is purchased more than 30 days in advance of a trip in order to take advantage of reduced rates. A copy of the traveler's monthly credit card statement and a copy of the traveler's itinerary from the travel agency showing that the trip has not occurred, or the invoice for the tickets, should be attached to the Request for Super Saver Advance. If paid directly to an external vendor, the amount will be charged directly to the appropriate cost center (departmental budget). Super Saver Airfares which are direct-expensed may be reported in the expenditure section but should not be included in the amount to be charged to the center or the amount to be reimbursed when the Travel Expense Report is filed.

If paid to the traveler, the amount will be charged to the travel receivable account. Upon trip completion the Super Saver Airfare should be reported in the expenditure section, included in the amount to be charged to the center, and listed under “Cash Advance and Prepayments Paid to Traveler” on the Travel Expense Report. Thus, the Super Saver Airfare is charged to the departmental budget and deducted from the receivable account at the time the Travel Expense Report is processed.

Super Saver Airfares may not be obtained from Vanderbilt when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.
Cash Travel Advances

Typically, all meals and allowable incidental charges are paid by the traveler and then reimbursed to him/her after submission of an approved Travel Expense Report upon trip completion. However, when absolutely necessary, cash travel advances for faculty, staff and students are permitted up to $200 per trip, with a minimum three night trip duration. In rare exceptions (e.g., long-duration trip that directly supports teaching and/or research needs), and with the approval of the CFO, or delegate, travel advances in excess of $200 will be permitted. Documentation explaining the circumstances for the exception and the documented approval should accompany the Request for Cash Advance. Faculty and staff are to use form number 60-002-524 to request cash advances. Vanderbilt University students are to use form number 60-002-658, Student Travel, for all advances requested. Cash travel advances may be obtained no more than two weeks prior to departure. Cash travel advances may not be obtained from Vanderbilt when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

IRS regulations require Vanderbilt to report cash travel advances as additional income and to withhold appropriate income taxes on these advances unless the expenses are accounted for within a reasonable period of time. Therefore, if an advance has not been accounted for via submission of an expense report within 60 days after trip completion, and any resulting excess returned within 120 days after trip completion, the University will deduct the outstanding balance of any travel advance from the traveler’s payroll check to avoid reporting it as additional income (the traveler agrees to this condition by signing the form requesting a travel advance.) Payroll deduction will take effect on the first payroll cycle after the 120-day limit is exceeded. No additional advances or reimbursements for an employee will be processed if any travel advance documentation is past due (beyond 60 days after trip completion).

For students, any outstanding advances after 120 days will be considered debt owed by the student and will be charged to the Student Account for repayment.

Cash travel advances should be listed under “Cash Advances and Prepayments Paid to Traveler” when completing the Travel Expense Report.
Account / Center / Individual Travel Receivable (GAR) #

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>INDIVIDUAL TRAVEL RECEIVABLE (GAR) #</th>
</tr>
</thead>
</table>

**Account**

If you used a travel cash advance or pre-payment form to receive reimbursement for any portion of the trip…

- University Central- enter 14010 in the Account field.
- VUMC- enter 13025 in the Account field.

**Center**

If you used a travel cash advance or pre-payment form to receive reimbursement for any portion of the trip…

- University Central- enter 197-060-0000 for the center number.
- VUMC- use the table below to determine the correct center number to enter.

<table>
<thead>
<tr>
<th>Area of VUMC</th>
<th>Center number to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical School</td>
<td>1-04-000-0000</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>1-06-000-0000</td>
</tr>
<tr>
<td>Hospital</td>
<td>2-01-000-1111</td>
</tr>
<tr>
<td>Medical Center- Other</td>
<td>1-08-000-0000</td>
</tr>
</tbody>
</table>
Individual Travel Receivable (GAR) #

University Central

University faculty and staff enter their six-digit Individual Travel Receivable account number (GAR #) in this field. To learn more about this number, refer to the online Travel Training module on Travel Advances, or contact the Office of Financial Affairs at 322-2069 with specific questions.

The example below shows account/center/GAR information on a travel expense report for a University Central employee:

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>INDIVIDUAL TRAVEL RECEIVABLE (GAR) #</th>
</tr>
</thead>
<tbody>
<tr>
<td>14010</td>
<td>197-060-0000</td>
<td>123456</td>
</tr>
</tbody>
</table>

Travel Receivable Account/Center/Individual ID # - University Central

VUMC

All VUMC employees enter their VU Employee ID # in the Individual ID # field.

The example below shows account/center/GAR information on a travel expense report for a VUMC- School of Medicine employee:

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>INDIVIDUAL TRAVEL RECEIVABLE (GAR) #</th>
</tr>
</thead>
<tbody>
<tr>
<td>13025</td>
<td>1-04-000-0000</td>
<td>001234567</td>
</tr>
</tbody>
</table>

Travel Receivable Account/Center/Individual ID # - VUMC, School of Medicine
Lesson 4: Due to Traveler / Due to Vanderbilt

Subtract the **Cash Advance and Prepayments Paid to Traveler** amount from the **Total Distributed** amount.

```
“Due To” calculation =
Total Distributed - Cash Advance and Prepayments Paid to Traveler
```

- If **Total Distributed amount - Cash Advance and Prepayments Paid to Traveler** equals a **positive** number, enter that number in the **DUE TO TRAVELER** field.
  (Note that if you have NO values entered in the Cash Advance and Prepayments Paid to Traveler section, you will have a positive value.)

**Example from travel expense values in Lesson 3:**
- Total Distributed Amount = $391.77
- Cash Advance and Prepayments Paid to Traveler = $0
- $391.77 - $0 = $391.77 (a positive number)
- Enter $391.77 in Due to Traveler field.

In this example, the traveler will receive a Demand Check for $391.77.

```
DUE TO TRAVELER $ 391.77
DUE TO VANDERBILT _________
(please attach check)
```

- If the value you calculate is **negative**, enter it in the **DUE TO VANDERBILT** field as a positive number.

**Example using new sample expenses:**
- Total Distributed Amount = $500
- Cash Advance and Prepayments Paid to Traveler = $700
- $500 - $700 = - $200 (a negative number)
- Enter $200 in Due to Vanderbilt field.

In this example, the traveler must pay $200 to Vanderbilt via check.
Lesson 5: Signatures

Traveler Signature

The Travel Expense Report should be signed by you, the traveler. In signing this form, you certify that the expenses for which you’re requesting reimbursement have been incurred for the purposes indicated.

When a traveler's signature is not available, the document should be signed by the head of the department, Executive Director, or Dean along with an explanation detailing why the traveler's signature is not available.

Approval Signature

In addition to signing the travel expense form yourself, you must also obtain an approval signature. Faculty and staff should have their Travel Expense Reports approved and signed by someone in the same division (or the department supporting the expense) that is authorized to sign Travel Expense Reports for the centers included on the expense report and at a level more senior than the traveler.

Because signatures are often hard to read, be sure to print the first and last name of the person signing your travel expense form in the Print name line.

Signatures Section

Note that the Pre-authorization signature will transfer to your travel expense report via carbon copy from the Travel Authorization page of the travel documents. (Refer to the online training module, Travel Authorization, for more information on this form.)

Who has Signature Authority for Travel Forms?

If you do not know who from your center has authority to sign travel reports, you can use an online tool to find this information. Instructions for looking up travel signature authority for centers are in the Appendix, beginning on page 35.
Lesson 6: Check Distribution

In the Check Distribution section, designate how the Disbursement office should provide you with your reimbursement, assuming you will receive money back from Vanderbilt. Check the space next to the method of disbursement you prefer and provide any additional information requested.

Do not enter any information in the section to the left, labeled DISBURSEMENTS OR DEPARTMENT OF FINANCE USE ONLY.
Lesson 7: Submitting a Travel Form

After completing the expense report, submit it with original receipts and the Travel Authorization form to:

**University**
Disbursement Services  
VU Station B 351810  
Nashville, TN 37235-1810

**VUMC**
Medical Payroll Office  
MCN S-2311

**Documentation to Attach**

Attach the following documentation to the travel claim report to substantiate business expenses:

- Copy of the Request for Travel Authorization form.
- Original itemized receipt for any single travel expenditure $25 and above (or a more restrictive guideline established at the school or division level).

When submitting credit card receipts, provide original receipts whenever possible that contain itemized expenses as opposed to the receipt you sign, which only contains a cost total.
Examples of Appropriate Receipts

Per IRS guidelines, all receipts must contain date(s), location, amount, and essential character of the expense.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air/Rail</td>
<td>Original passenger receipt or original e-ticket receipt/itinerary/boarding pass. The e-ticket/itinerary must show proof of payment (i.e., credit card being charged).</td>
</tr>
<tr>
<td>Hotel</td>
<td>Itemized hotel bill/receipt containing name and location of the hotel, dates of your stay, and separated amounts for lodging, meals, telephone calls, etc.</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Original Rental Agreement receipt and receipts for gas.</td>
</tr>
<tr>
<td>Meals/Entertainment</td>
<td>Original, itemized credit card or cash register receipt that states the number of people served.</td>
</tr>
<tr>
<td>Personal Vehicle Usage</td>
<td>Receipts for tolls / parking, and mileage log.</td>
</tr>
<tr>
<td>On-line Transactions</td>
<td>Requests for reimbursement for on-line transactions must clearly show proof of payments (i.e., credit card being charged).</td>
</tr>
</tbody>
</table>

If you Lose a Receipt

If you lose a receipt, contact the provider of the services. Most hotels, airlines, and car rental agencies will be happy to provide you with a copy of your receipt. When submitting a duplicate copy of a receipt or alternate documentation, please include a memorandum or statement, signed by the person incurring the expense and the person approving the expense, stating that:

- No original receipt is available
- The expense was on behalf of the University
- The item and amount of the expense are accurate
- No other reimbursement of expense has been or will be sought or accepted from any source
Appendix

This appendix explains how to use an online reporting tool to identify who has signature authority for travel reports in your department.

Appendix A: Looking up Signature Authority

Step 1: Log into Privilege Management

Go to the following website http://www.vanderbilt.edu/ebiz/ (University) or www.mc.vanderbilt.edu/ebiz (Medical Center) and click the PM (Privilege Management) icon:

Privilege Management link on the eBiz website

When you click the InfoView icon, you will be prompted for your VUnet ID and ePassword. Enter them to access InfoView.

Access: Anyone with at least one active privilege in Privilege Management (e.g., eDog, Waldo, ePAC, eProcurement, or SigAuth privileges) can log into Privilege Management. If you are not able to log into Privilege Management, you can ask someone in your department with one of these privileges to look up this information on your behalf.
Step 2: Look up the Center to which the Travel is Charged

When you log into Privilege Management, you will come to one of three screens, depending on your privileges within Privilege Management. The screen you first see when you log in does not matter for SigAuth look-up purposes.

Click the Resource tab at the top of the page.

Enter the center number listed in the Charge To section of your travel reimbursement form. If there are multiple centers listed in the Charge To section, look up each center number and obtain appropriate signatures for each center (assuming the same person is not an authorized signer for all centers listed).

When you type in a center number, Privilege Management will return search results for you. Click the correct center in the list that appears.

Note: you do not need to look up centers listed in the Travel Receivable section.

Step 3: Click the By Privilege Viewing Option

When the details page appears for the center number you entered, click the by privilege link near the top of the page.
Step 4: Determine who has the SigAuth- Travel Privilege for the Center

In the by privilege view, click the plus sign next to the Procurements and Disbursements privilege category to expand it.

Then click the plus sign next to the SigAuth Travel Auth privilege. (Note: if this privilege does not appear under the Procurements and Disbursements category, no one has Signature Authority for Travel on the center. Consult your manager for further direction in this case.)

Identify People with the SigAuth Travel Auth Privilege

Privileges can be direct, meaning the people listed were assigned the privilege directly at the center you’re viewing. Privileges can also be inherited, meaning the people listed were assigned the privilege at a higher level (e.g., at a departmental level or above) and therefore also have the privilege on the center you’re viewing. When you expand the SigAuth Travel Auth privilege, you will see Direct, Inherited, or both options listed. If Direct appears, expand it to see who was directly assigned SigAuth Travel Auth for the center. If only Inherited appears, expand it to see who was assigned SigAuth Travel Auth for the center. In cases where both options appear, view the Direct category first.

When possible, contact an authorized signer who is in your area, as opposed to an administrative office, as long as the signer in your department is at a level above your own.