

Travel Procedures

FOR THE DEPARTMENT OF BIOMEDICAL INFORMATICS

GENERAL INFORMATION AND GETTING STARTED

REVIEW VANDERBILT'S INSTITUTIONAL TRAVEL POLICY.

[The travel policy](#) is important to read and familiarize yourself with. Please take the time to review and understand it. Reimbursement for travel is contingent on following this policy. This guide is not a replacement for the travel policy.

SET UP YOUR CONCUR PROFILE AND ASSIGN DELEGATES IF NECESSARY.

VUMC travelers use Concur (accessible [here](#)) to make travel arrangements and to expense reimbursements. It is very similar to websites like Expedia and Priceline. Concur is also used for non-travel reimbursements as well.

A.) To set up your profile, you will need to follow the steps outlined in the [Quick Guide](#) (VUNetID required).

B.) If you have support staff assisting with your travel arrangements and/or reimbursements, you need to assign them as a travel assistant and/or expense delegate. Refer to [this guide](#) for more information.

WORLD TRAVEL SERVICE

World Travel Service (WTS) is VUMC's official travel agency. Should you need to speak with one, VUMC's dedicated WTS travel agents are available 24/7 by calling **1-877-549-1570**.

MAKING TRAVEL ARRANGEMENTS

TRAVEL AUTHORIZATION REQUEST

Before any arrangements are made, you must submit a Travel Pre-Authorization Request via DBMI's Intranet page (unfortunately, it cannot be linked to directly). To access the Intranet, go to [DBMI's website](#), and click on "Intranet" in the main menu. After logging in, you will see the link for the Travel Pre-Authorization Form on the right under DBMI User Options.

This web form sends your information to Elizabeth Brown, who will review your request and respond via email, typically within 24 hours. DBMI reserves the ability to refuse reimbursement to individuals who have not received prior-approval through the Travel Pre-Authorization Request. Once you receive approval from Elizabeth, you can begin making travel arrangements.

BOOKING

VANDERBILT-FUNDED TRAVEL

All Vanderbilt-funded travel (meaning funded by institutional or Vanderbilt-administered sources, including grants and contracts awarded to Vanderbilt) must be booked through Concur. This includes both hotel and airfare. Though sites like Expedia and Kayak may offer cheaper rates, we are not permitted to use them and you may not be reimbursed the cost of your ticket/hotel if you book through them. The only instance where you can book outside of Concur for Vanderbilt-funded travel would be in order to take advantage of a conference rate at a hotel (Travel Policy, Page 4). When you book through Concur, all expenses will be charged against the credit card you entered into your profile.

The Concur tool is not to be used for personal travel (Travel Policy, Page 10)

Regarding rental cars, Vanderbilt has a pre-existing rental car insurance coverage policy that automatically covers you on domestic business trips (you may purchase additional insurance for foreign trips). **Reimbursement for insurance offered by the rental agency will be denied.** Additionally, **you may only rent mid-size or smaller car. Pre-paid fuel should not be accepted. The car must be returned with a full tank of gas.**

Personal automobiles may be used when less expensive than alternative means of transportation. Reimbursement is based on the IRS mileage rate. The mileage rate covers the cost of fuel and wear and tear on the vehicle.

EXTERNAL ENTITY-FUNDED TRAVEL

If your travel is being funded by an external entity, DO NOT BOOK IN CONCUR. If you are being reimbursed by a third party, you cannot seek an “advance reimbursement” from Vanderbilt while you wait for the external entity to reimburse you. You must still submit a travel authorization request prior to making arrangements.

FOREIGN TRAVEL

Foreign travel being funded by federal grants and contracts must be pre-approved by the funding agency. Please contact Terri DeMumbrum or Doug McCoy if you have any doubts about whether foreign travel has been pre-approved.

The Fly America Act requires the use of a U.S. air carrier for federally-funded travel.

Vanderbilt Travel recommends that all international travel be booked by calling a WTS agent directly at **1-877-549-1570**. WTS can check for best trip routes, airfares, schedules, and ensure you have proper travel documentation.

DURING YOUR TRIP

- Hold on to all receipts. All expenses equal to or exceeding \$75 must be accompanied by an itemized receipt (Travel Policy, Page 9). Expenses \$75 and over without receipts will not be reimbursed.
- Tips exceeding 25% will not be reimbursed.
- Alcohol is generally not reimbursable.

AFTER YOUR TRIP

You must process your expense report as soon as possible after your return, ideally within a week of your return. After 60 days, any reimbursement will be treated as taxable income.

The reimbursement process is completely electronic. All receipts must be scanned and uploaded into Concur. Please see the [Quick Guide](#) for creating a new expense report.

The Travel office provides online and classroom training for more detail about how to use the system. Please see [this webpage](#) for more information.

QUESTIONS?

Please direct your travel or Concur-related questions to Doug McCoy (douglas.mccoy@vumc.org). Doug is the travel advisor for the department.