PMI Travel Request Authorization Form

Department of Pathology, Microbiology and Immunology
VUMC
PMI Pre-Travel Request Authorization

Please complete the survey below.

Thank you.

PATHOLOGY, MICROBIOLOGY and IMMUNOLOGY
Travel Pre-Authorization Form

Please complete all fields on the pre-authorization form. When your travel has been authorized, a copy of the completed form will be returned to you and your departmental expense report approver.

Travel pre-authorization is required of all travelers who are traveling on Vanderbilt business. Please complete and submit this form. Please review the responsibilities of the traveler when traveling using Vanderbilt funds.

Please note - ALL faculty and staff must use Concur to book travel. You will not be reimbursed if you book travel outside the Concur system. As of July 2014, P-cards will no longer be used for payment of travel expenses such as airfare, hotel rooms, etc. The new travel tool will require ALL faculty and staff to create your own profile in Concur and all travel expenses will be reimbursed through Concur.

Submit this request to your division chief no later than one month prior to requested travel.

First Name  * must provide value
Pradeep

Last Name  * must provide value
Praveen

Email  * must provide value
pradeep.praveen@vumc.org

Select Category  * must provide value

Departure Date  * must provide value

Return Date  * must provide value

Foreign Travel on Federal Fund?  * must provide value
Yes
No

Trip to/Location: For travel in the US, include city and state. For international travel, indicate city and country.  * must provide value

Business Purpose/Justification  * must provide value

Please Upload Any Supporting Documentation

Estimated cost  * must provide value

How many Centers to charge?

Proposed Center Number to Charge  * must provide value

Center 1 Proportion (Percentage or $ Amount)  * must provide value

Signature/Traveler: (I hereby request authorization to travel on behalf of Vanderbilt University Medical Center (VUMC). I have read and understand the VUMC travel policies as well as any more specific or restrictive policies established in department or division. I understand that my travel expenses must be submitted within 60 days after I return from this trip.)  * must provide value

Submit
Save & Return Later
Which Category & Home Division Do I Select?

- **Faculty** should select “Faculty” and the appropriate division. The approval mapping will be prepopulated.

- **Research staff** should select “Staff” and “Other” as their Home divisions. You will then be prompted to enter the email address of your PI/Mentor.

- **Clinical staff** should select “Staff/Residents” and “Other” as their home divisions. You will then be prompted to enter the email address of your supervisor.

- **Research Postdocs** should select “Students/Postdocs” and will then be prompted to enter the email address of your PI/Mentor.

- **Clinical Fellows** should select “Clinical Fellow” and then the appropriate division. The approval mapping will be prepopulated.

- **Residents** should select “Staff/Residents” and “Education” as their home division.

- **CHTN Staff** should select “Staff/Residents” and “CHTN”. The approval mapping will be prepopulated.

- This process does not apply to **VU Students**. They will continue with their current process with the BRET office.
FACULTY/CLINICAL FELLOW/STAFF
(must select division)

Approval Process:

Step 1: Foreign Travel on Federal Funds
Yes → Admin Officer: Candice Stevens
No → Bypass Step 1

Step 2: Division Chief (AA(s) will also receive email) (see slide 8)

Step 3: Department Chair (Assistant to Chair will also receive email)

Step 4: Traveler and AA(s) for the division will receive a copy of the approved travel form via email

Step 5: AA saves form to shared drive
Step 2: Division Chief/PI/Supervisor Approval

You will receive an email alerting you that a request is ready for your review. The link in the email will take you to this page. You should be able to approve from a computer, phone or tablet.

1. Check the box indicating request has been reviewed
2. Approve/Deny the request
3. Submit

- Business Purpose/Justification
- Estimated cost
- How many Centers to charge?
- Proposed Center Number to Charge
- Center 1 Proportion (Percentage or $ Amount)
- Signature/Traveler:
  (I hereby request authorization to travel on behalf of Vanderbilt University Medical Center (VUMC). I have read and understand the VUMC travel policies as well as any more specific or restrictive policies established in department or division. I understand that my travel expenses must be submitted within 60 days after I return from this trip.)

Division Chief/PI/Supervisor Approval: 
- Approve
- Deny
STAFF (OTHER)/STUDENTS/POSTDOCS
(must provide email address for their supervisor/PI)

Approval Process:

Step 1: Foreign Travel on Federal Funds
Yes → Admin Officer: Candice Stevens
No → Bypass Step 1

Step 2: Supervisor/PI

Step 3: Department Chair (Assistant to Chair will also receive email)

Step 4: Traveler will receive a copy of the approved travel form via email
FYI

Your travel request has been approved. Please retain a copy of this approval for your records and to submit with Concur Expense Reports to get reimbursements.

Thank you,

PMI Travel
PMI Pre-Travel Request Authorization

Please complete the survey below.

Thank you!

Response was added on 06/01/2018 3:48p.m.

**Estimated Cost:**
- 4564

**How many Centers to Charge?**
- 2
- 3

**Proposed Center Number to Charge:**
- 65864

**Signature Traveler:**
- Pradeep

**Decision: 65:**
- Approve

**Offset:**
- Education

**Departure Date:**
- 08-01-2018

**Return Date:**
- 08-01-2018

**Foreign travel on Federal Funds?**
- Yes
- No

**Top Location:**
- P5: App

**Business Purpose/Justification:**
- JMM: App

**Please Upload Any Supporting Documentation**
<table>
<thead>
<tr>
<th>Division</th>
<th>Division Chief</th>
<th>Administrative Assistant(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomic Pathology</td>
<td>Alice Coogan</td>
<td>Donna Posey, Zeon Sayni, Nancy Selah, Pam Serna</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hematopathology</td>
<td>Adam Seegmiller</td>
<td>Holly Spann</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Medicine</td>
<td>Adam Seegmiller</td>
<td>Ondrea Simmons, Pam Serna, Zeon Sayni</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Molecular Pathogenesis</td>
<td>Eric Skaar</td>
<td>Starr Hollyfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neuropathology</td>
<td>Ty Abel</td>
<td>Shawn Johnson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renal Pathology</td>
<td>Agnes Fogo</td>
<td>Kimberly Rampersad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMI Administration</td>
<td>Martha Miers</td>
<td>Mikael Byrd</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHTN</td>
<td>Kerry Wiles</td>
<td>Tiarra Draper</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Robert Hoffman</td>
<td>Tapherine Devany, Katherine Sachs</td>
</tr>
</tbody>
</table>

*Staff (other)/Students/Postdocs will enter the email address of the mentor/supervisor who will approve as “Division Chief”. No AA will receive notification.*
AAs can submit form on behalf of the traveler.

Login with your credentials:

https://redcap.vanderbilt.edu/surveys/?s=C9H3WJRLP
Change First name Last Name and Email with traveler’s before submitting