



Department of Pathology, Microbiology & Immunology

Effective Date: 7/1/2022

Policy Number:	2.0
Policy Name:	Travel Policy

Purpose: This policy outlines additional Department policies regarding job-related travel.

Policy:

The Department of Pathology, Microbiology and Immunology follows VUMC's travel and expense reimbursement policy. A copy of the policy can be found at:

<https://vuiis.vumc.org/documents/travelPolicyandReimbursement.pdf>

In addition, the following will apply to all travel expenses covered by PMI.

General Policies:

1. Travel requests must be submitted at least two weeks prior to travel through the Department REDCap tool (<https://redcap.vanderbilt.edu/surveys/?s=C9H3WJJRLP>) and should be approved before travel plans are made.
2. Airfare must be booked using Concur to be reimbursed by VUMC.
3. Faculty with clinical responsibilities must ensure that all clinical duties are covered while away.
4. All expenses equal to or greater than \$25 must be accompanied by an itemized receipt.
5. Meal expenditures should be reasonable and not exceed \$100 per day of travel (e.g., 3 days/\$300)
6. If any meal is included in the cost of the conference, those meals will not be reimbursed separately. For example, if lunch is provided, only breakfast and dinner will be reimbursed.
7. Car rental and parking expenses will be reimbursed only when they are needed for a legitimate business purpose and other modes of transportation (taxi, shuttle, etc.) are impractical or unfeasible.

International Travel:

1. International travel must have prior approval from the appropriate Department Administrator, Division Chief, or Department Chair prior to submitting the request in REDCap.
2. Faculty allowance funds can be used to reimburse expenses for international travel (outside the United States and Canada), but only up to the amount currently available in the individual's faculty fund or other funds approved for this purpose. Expenses beyond that will be the responsibility of the faculty member. See the Faculty Allowance Policy for additional details about using these funds for travel.

Travel using sponsored funds:

1. Travel using sponsored funds may be subject to additional restrictions, including additional airline requirements. Please review the VUMC travel policy and award specific information before booking travel.