VUSN Center for Research Development and Scholarship
Travel Expense Report Reimbursement Checklist

<table>
<thead>
<tr>
<th>Type of traveler</th>
<th>Type of expense report</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Faculty</td>
<td>☐ One Card</td>
<td>☐ Name of Event/Brief Description</td>
</tr>
<tr>
<td>☐ Staff</td>
<td>☐ Personal Expense (VU)</td>
<td>☐ Travel Dates</td>
</tr>
<tr>
<td>☐ Student</td>
<td>☐ Personal Expense (non-VU)</td>
<td>☐ Report Description: Pre- or post-travel report</td>
</tr>
<tr>
<td>☐ Guest</td>
<td></td>
<td>• Report 1 of 2 OR Report A/B</td>
</tr>
</tbody>
</table>

Required forms must be approved and uploaded in the expense report:
☐ Travel Approval Form: Faculty, Staff and Student
  ☐ Review approved reimbursable amount confirmed on TAF; whole, in-part and/or non-reimbursable
☐ Guest Approval Form: Guest Traveler
  ☐ Review approved reimbursable amount confirmed on GAF; whole, in-part and/or non-reimbursable
  ☐ One Card Prior Approval Form
  ☐ W-9 for guest traveler

EXPENDITURES
Registration and/or Membership Fee
☐ Conference brochure, itinerary, or agenda must be attached.
☐ Receipt must show proof of payment (e.g., last four digits of credit card number, paid by cash).
  ☐ Verify the receipt does not include personal activities or guest traveler(s).

Airfare
☐ Concur/World Travel airfare receipt with proof of payment (last four digits of credit card) is required.
☐ Coach or economy
  ☐ Upgrades are considered a personal expense unless EAD approved
☐ Business Class; prior approval is required for flights over 6 hours.
☐ US Flag Carrier; required if the trip is funded by a federal project
☐ Baggage and/or seat fee; receipt required

Hotel
☐ Hotel should be booked via Concur unless there is a conference rate available.
  ☐ Room upgrades and personal activities are considered a personal expense unless EAD approved
☐ Room and tax itemization is not required in Oracle
☐ Folio/Receipt must show proof of payment (e.g., last four digits of credit card number, paid by cash).
  ☐ Verify the reimbursement does not include personal activities; i.e. movies, gym fees.

Meals
☐ Per Diem, $51 per day does not require any type of receipt
  ☐ Includes meals, snacks, and tips
☐ One Card expenses require an itemized receipt
  ☐ Maximum daily allowance is $51 per day; includes meals, snacks, and tips
☐ Sponsored projects require an itemized receipt
  ☐ Reimbursement for meals is limited to $25.00 per meal (tip is included). An itemized original receipt showing proof of payment should accompany the travel expense report. If the traveler is only paying a portion of the bill, please indicate on the receipt and write the reimbursable amount beside the total.
☐ Alcohol is considered a personal expense; unallowable
☐ Tips; 20% Maximum. Any amount over 20% will be considered a personal expense

Other Transportation
☐ Taxi/Shuttle/Rideshare, Rail or other transportation; receipt must show proof of payment (e.g., last four digits of credit card number, paid by cash).
  ☐ Scooters, mopeds and/or motorcycles are not reimbursable
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Other Transportation (Cont.)
☐ Rental cars should be booked via Concur.
  ☐ Rental up to mid-size car is allowable unless the price of upgrade is equivalent or more than 3 people
  ☐ Rental car insurance is unallowable.
  ☐ Tickets or fines are unallowable
  ☐ If incidentals, such as broken windshield contact FUM immediately
☐ Mileage or gasoline reimbursement, one or the other not both.
  ☐ Mileage is calculated from VUSN to the location.
  ☐ Roundtrip airfare comparison is required if over 1,000 miles
☐ Parking; economy or long-term
  ☐ Verify the number of days match the business trip. If other days are included, mark as personal.

Other Allowable Expenses with supporting documentation
☐ Global insurance
☐ Foreign currency conversion
☐ Visa and passport
☐ Internet access

Unallowable Expenses

<table>
<thead>
<tr>
<th>Baggage insurance</th>
<th>Car washes and detailing</th>
<th>Child care</th>
<th>Clothing, luggage, and toiletries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damages to any form of lodging, rental accommodations, or vehicles caused by the traveler</td>
<td>Valet parking</td>
<td>Expenses for travel companions</td>
<td></td>
</tr>
<tr>
<td>Expenses relating to normal commute</td>
<td>Fines, credit card interest, late fees, etc.</td>
<td>Shoeshine and repair services</td>
<td>Souvenirs and personal gifts</td>
</tr>
<tr>
<td>Fuel for personal vehicle</td>
<td>Hair, nail, and spa services</td>
<td>Non-business postage</td>
<td>Optional baggage insurance</td>
</tr>
<tr>
<td>Personal accident insurance</td>
<td>Personal cell phone bills</td>
<td>Personal or in-room entertainment (e.g. sporting events, movies, games, etc.)</td>
<td></td>
</tr>
<tr>
<td>Personal magazines or newspapers</td>
<td>Personal medications</td>
<td>Personal membership dues (including airport clubs, country clubs, warehouse stores, etc.)</td>
<td></td>
</tr>
<tr>
<td>Personal property insurance</td>
<td>Pet care</td>
<td>Vacation and personal expenses</td>
<td>Vanderbilt campus parking permits for faculty, staff, or student</td>
</tr>
</tbody>
</table>

Considerations:
Expense reports must be submitted and approved within 60 days or they will be considered taxable income.

Every transaction, excluding per diems, must have a matching itemized receipt; if one is not available, then a brief Memo of Exception signed by the employee must be attached.

Receipt Documentation:
☐ Accurate, legible and viewable format (pdf or jpeg; upright for viewing; not sideways or upside-down)
☐ Merchant Information
☐ Date of transaction
☐ Itemization of goods/services
☐ Total amount paid
☐ Form of payment (e.g., cash or last four digits of credit card)