

VUSN Travel Guidelines

Vanderbilt University School of Nursing's (VUSN) travel guidelines aim to maintain compliance with the Vanderbilt University Travel Policy and external funding requirements while promoting the productivity and safety of those traveling on Vanderbilt University business. These guidelines apply to all faculty, staff, students, and guests who travel or book travel on behalf of VUSN business.

Travelers are responsible for understanding and adhering to specific restrictions imposed by the source funding the travel. Any travel requirements from the granting agency supersede what is outlined in this policy. Personal funds should neither be gained nor lost as a result of business travel. Faculty and staff must submit the VUSN [Travel Authorization Form](#) to request pre-approval from the appropriate Senior Associate Dean before booking any travel related to airfare/accommodations.

VUSN considerations:

Transportation

- All airfare **MUST** be booked via Concur
- Mileage is calculated from VUSN to the location
- Scooter, moped and motorcycle rentals are not permitted
- Rental cars should be booked via Concur

Hotel

- Travelers should use the online booking tool or travel agency to book hotel rooms.
 - Room upgrades and personal activities are considered a personal expense unless EAD approved
 - If lower rates for accommodations are available through a conference rate, you may still book these directly through the conference organization to take advantage of the discount and rooms reserved by that conference's housing bureau reserved room blocks.

Meals

- Per Diem, \$59 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 \$59 per day; includes meals, snacks, and tips
 - Sponsored projects require an itemized receipt
 - Reimbursement for meals is limited to \$25.00 per meal. 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

Additional Information:

[VU Travel Policy](#)
[VU Travel Policy FAQs](#)
[VUSN Travel Authorization Form](#)
[VUSN Guest Travel Authorization Form](#)
[Rental Car Insurance](#)
[Concur](#)

Information for International Travel:

[U.S. Department of State](#)
[Vaccination Requirements](#)
[VU International Travel Questionnaire](#)
[ANVIL \(create an account here\)](#)
[Temporary Exports \(traveling outside of the US with Vanderbilt owned equipment\)](#)
[GeoBlue Insurance](#) International Travel Coverage (optional for faculty & staff, mandatory for students)

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