

# Travel Form Completion Instructions (Effective May 1, 2010)

*Until the new travel forms arrive, here are some helpful tips for filling out the old forms to comply with the revised travel policy.*

## Cash Advances (pink form)

- Faculty and staff are to use form number 60-002-524
- Vanderbilt University students are to use form number 60-002-658
- Permitted up to \$200 per trip, with a minimum three night trip duration
- Provide cost center to which advance will be eventually expensed for signature authorization purposes
- Requests in excess of \$200 must have signature approval of the CFO
  - signature should go in the available blank area in the middle of the cash advance form

ADVANCE REQUESTED: \$ _____	Tax ID# _____
TRAVEL RECEIVABLE ACCOUNT:	
Account _____	Center - - - - - Individual ID # _____

Faculty, staff, and students should charge cash advances to the travel receivable account and center as follows:

- |                         |                   |                             |                                      |
|-------------------------|-------------------|-----------------------------|--------------------------------------|
| • University Central:   | Acct <u>14010</u> | Center <u>1-97-060-0000</u> | Individual Travel Acct (GAR) # _____ |
| • Medical School:       | Acct <u>13025</u> | Center <u>1-04-000-0000</u> | SSN or Emp ID # _____                |
| • Medical Center Admin: | Acct <u>13025</u> | Center <u>1-08-000-0000</u> | SSN or Emp ID # _____                |
| • School of Nursing:    | Acct <u>13025</u> | Center <u>1-06-000-0000</u> | SSN or Emp ID # _____                |
| • Hospital:             | Acct <u>13025</u> | Center <u>2-01-000-1111</u> | SSN or Emp ID # _____                |

## Super Savers (gold form used for Airfare payments prior to travel)

- Faculty and staff are to use form number 60-002-524
- Vanderbilt University students are to use form number 60-002-658
- Do not use this form to request faculty/staff/student reimbursements for prepayments, *made within 30 days* of the trip. Use the travel expense report to request reimbursement at trip completion.
- Provide cost center to which advance will be eventually expensed for signature authorization purposes. Place this information under the center number line.
- Any additional required approvals from Occupational Health, Risk Mgmt, Vice Chancellor, or Provost can be included within the supporting documentation

If the payment is a reimbursement to VU faculty, staff, or students for travel expenses paid with personal funds, it should be charged to the travel receivable account and center as follows:

- |                         |                   |                             |                                      |
|-------------------------|-------------------|-----------------------------|--------------------------------------|
| • University Central:   | Acct <u>14010</u> | Center <u>1-97-060-0000</u> | Individual Travel Acct (GAR) # _____ |
| • Medical School:       | Acct <u>13025</u> | Center <u>1-04-000-0000</u> | SSN or Emp ID # _____                |
| • Medical Center Admin: | Acct <u>13025</u> | Center <u>1-08-000-0000</u> | SSN or Emp ID # _____                |
| • School of Nursing:    | Acct <u>13025</u> | Center <u>1-06-000-0000</u> | SSN or Emp ID # _____                |
| • Hospital:             | Acct <u>13025</u> | Center <u>2-01-000-1111</u> | SSN or Emp ID # _____                |

If the payment is being paid directly to an external vendor (airline, travel agent, etc...) the amount should be charged directly to the appropriate cost center (departmental budget) and not to an individual's GAR account.

## Hotel Deposits (yellow form used for Hotel Deposits paid prior to travel)

- Faculty and staff are to use form number 60-002-524
- Vanderbilt University students are to use form number 60-002-658
- Do not use this form to request faculty/staff/student reimbursements for prepayments, *made within 30 days* of the trip. Use the travel expense report to request reimbursement at trip completion.
- Provide cost center to which advance will be eventually expensed for signature authorization purposes. Place this information under the center number line.

If the payment is a reimbursement to VU faculty, staff, or students for travel expenses paid with personal funds, it should be charged to the travel receivable account and center as follows:

- University Central: Acct 14010 Center 1-97-060-0000 Individual Travel Acct (GAR) # \_\_\_\_\_
- Medical School: Acct 13025 Center 1-04-000-0000 SSN or Emp ID # \_\_\_\_\_
- Medical Center Admin: Acct 13025 Center 1-08-000-0000 SSN or Emp ID # \_\_\_\_\_
- School of Nursing: Acct 13025 Center 1-06-000-0000 SSN or Emp ID # \_\_\_\_\_
- Hospital: Acct 13025 Center 2-01-000-1111 SSN or Emp ID # \_\_\_\_\_

If the payment is being paid directly to an external vendor (hotel, travel agent, etc...) the amount should be charged directly to the appropriate cost center (departmental budget) and not to an individual's GAR account.

## Registration (blue form used for Registration fees prior to travel)

- Faculty and staff are to use form number 60-002-524
- Vanderbilt University students are to use form number 60-002-658
- Do not use this form to request faculty/staff/student reimbursements for prepayments, *made within 30 days* of the trip. Use the travel expense report to request reimbursement at trip completion.  
Provide cost center to which advance will be eventually expensed for signature authorization purposes. Place this information under the center number line.

If the payment is a reimbursement to VU faculty, staff, or students for travel expenses paid with personal funds, it should be charged to the travel receivable account and center as follows:

- University Central: Acct 14010 Center 1-97-060-0000 Individual Travel Acct (GAR) # \_\_\_\_\_
- Medical School: Acct 13025 Center 1-04-000-0000 SSN or Emp ID # \_\_\_\_\_
- Medical Center Admin: Acct 13025 Center 1-08-000-0000 SSN or Emp ID # \_\_\_\_\_
- School of Nursing: Acct 13025 Center 1-06-000-0000 SSN or Emp ID # \_\_\_\_\_
- Hospital: Acct 13025 Center 2-01-000-1111 SSN or Emp ID # \_\_\_\_\_

If the payment is being paid directly to an external vendor, the amount should be charged directly to the appropriate cost center (departmental budget) and not to an individual's GAR account.

# Travel Expense Reports (for reimbursement and/or documentation of travel expenses)

- Faculty and staff are to use form number 60-002-523
- Vanderbilt University students are to use form number 60-002-658
- Travel expense reports must be submitted within 60 days after trip completion.
- Original itemized, detailed receipts for all expenses greater than \$25 must accompany the Travel Expense Report.

EXPENDITURES: (Receipt for all expenses exceeding \$25 must be attached to the Travel Expense Report.)								
Vanderbilt Expenses for:	DATE: 09/14/07	DATE: 09/15/07	DATE:	DATE: / /	DATE: / /	DATE: / /	DATE: / /	TOTALS
Mileage: # of miles <sup>1</sup>	#	#	#	#	#	#	#	#
\$ amount <sup>1</sup>	\$	\$	\$	\$	\$	\$	\$	\$
Air Fare		\$247.68						\$247.68
Taxi / Car Rental / Limo								
Hotel	\$110.34							\$110.34
Traveler's Breakfast		\$4.99						\$4.99
Traveler's Lunch	\$5.45							\$5.45
Traveler's Dinner								
Registration								
Parking	\$6.00	\$6.00						\$12.00
Other <sup>*</sup> (attach list)	\$379.77							\$379.77
<b>TOTAL ACTUAL EXPENDITURES</b>	<b>\$501.56</b>	<b>\$258.67</b>		\$	\$	\$	\$	<b>\$ 760.23</b>

\*Use this line to record any other expenses not listed above; attach list including explanation of the nature of expenses.

**CHARGE TO: PLEASE SEE TRAVEL POLICIES AND PROCEDURES REGARDING EXPENDITURES CHARGED TO ENTERTAINMENT AND MEETINGS EXPENSE ACCOUNT NUMBERS.**

Account	62110	Center	1-44-110-0000	Amount	379.77
Account	62670	Center	1-44-110-0000	Amount	380.46
Account		Center		Amount	
Account		Center		Amount	
Account		Center		Amount	

**TOTAL ACTUAL EXPENDITURES** 760.23

All expenses associated with a trip should be documented in the Expenditures chart, regardless of method of payment.

If you charged any expenses from your travel to a P-card, include those expenses in the Expenditures section, and attach a copy of the P-card (PaymentNet) Transaction Detail Report to your Travel Expense Report but **do not include those expenses** in the "Charge To" section. Include these charges in the corresponding line (see below) for P-card Transactions. Also, do not include travel prepayments that are paid directly to a vendor in the charge to: section as these charges were expensed to the department from the travel prepayment form.

Add the values for each account/center combination listed to calculate the **Total Actual Expenditures** for the "Charge To" section. Note that this total will not always match the total from the Expenditures section, since charges like P-card expenses and prepaid expenses are excluded in the "Charge To" area.

Travel Receivable Account	14010	Center	197-060-0000	Individual ID #	123456
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Only fill in the row of information for Travel Receivable Account, Center, and Individual ID # if you received a cash advance or prepayment reimbursement that was charged to your GAR account. Skip this section if you used a credit card or P-card to pay for all of your travel or if the Super Saver, Registration, and Hotel Deposit forms were used to pay the vendor(s) directly.

	<b>Total actual expenditures</b>	<b>\$2500.00</b>
P-Card Transactions		\$500.00
Less Amounts Advanced	(Reg. Fee \$275 ; Hotel Deposit \$125 )	\$400.00
	(Cash ; Super Saver \$348.76 )	\$348.76
<b>BALANCE</b>	Due to Traveler	\$ 1251.24
	Due to University (Please attach check)	

Record all advanced amounts in the appropriate field(s). Indicate if that amount was paid directly to a vendor.