

Division of Public Affairs



Staff Handbook

August 2009

Public Affairs: Mission & Vision

The Division of Public Affairs coordinates overall communications, marketing, and public policy initiatives across the institution. By doing so, the Division enhances and advocates Vanderbilt's mission by developing relationships with and communicating to a vast array of external and internal constituencies, and by coordinating Vanderbilt's public events, government and community initiatives, and programs. As an advocate for Vanderbilt, Public Affairs works with faculty, staff, students, alumni, and the public to articulate and advance Vanderbilt's priorities, to ensure that Vanderbilt's communicated mission and goals are properly and aggressively deployed, and to create a broader, deeper, and more complete understanding of Vanderbilt, to seek public, community, and government support for Vanderbilt, and to support the University's academic missions of teaching, research, service, and patient care.

Vanderbilt University: Missions, Goals, and Values

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large. Vanderbilt will uphold the highest standards and be a leader in the

- quest for new knowledge through scholarship,*
- dissemination of knowledge through teaching and outreach,*
- creative experimentation of ideas and concepts.*

In pursuit of these goals, Vanderbilt values most highly

- intellectual freedom that supports open inquiry,*
- equality, compassion, and excellence in all endeavors.*

If you have any questions about the following information, please contact Jennie McClendon, Administrative Director.

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TIME & ATTENDANCE

POLICY

Division of Public Affairs staff members are expected to abide by general guidelines when it pertains to time and attendance.

OFFICE HOURS

All offices should be open from 8:00 a.m. – 5:00 p.m., Monday – Friday, except where otherwise scheduled with supervisor. Staff members are expected to arrive at work by 8:00 a.m. (or their pre-designated start time) unless otherwise detained on business. Should a staff member become late due to unexpected reasons, that person is expected to notify the appropriate office and supervisor by phone. Messages should not be left on voice mail. Whenever possible, direct communication is required. If a staff member attends a business meeting or function off campus, that staff member is expected to alert the appropriate staff member(s) prior to the event, if foreseeable.

LUNCH HOUR

Lunch should be taken at an appropriate time during the workday. Wherever necessary, lunch may need to be scheduled in order to ensure that the office is operating sufficiently. A lunch hour cannot be used to arrive late to or leave early from work.

TIME SHEETS

Hourly staff members should update their time sheets on a daily basis. All time sheets must accurately reflect the hours worked. Any misrepresentation will be addressed by the appropriate supervisor. At the end of each cycle, completed time sheets (with your supervisor's signature) will be turned in to Jennie McClendon (405 Kirkland Hall) for final approval and processing.

ALTERNATIVE WORK SCHEDULES

HR Policy # 23, Alternative Work Arrangements, outlines the process for requesting an alternative work arrangement. These must be submitted to your direct supervisor, reviewed by Jennie McClendon, and approved by Beth Fortune and HR.

DRESS CODE

Appropriate business attire should be worn at all times. Although not all of our work areas have daily contact with the public, we need to be aware of our professionalism, both in manner and dress. Please check with your direct supervisor or director for the appropriate dress in your work area.

INTERNET USAGE

POLICY

The Internet is a powerful tool for accessing, distributing and communicating information not only within Vanderbilt University, but also nationally and globally. Staff member access to the Internet by either desktop or laptop connection is provided to enhance the mission and goals of Vanderbilt University. This technology gives individuals the ability to access and receive information from remote sources; therefore, staff members within the Division of Public Affairs must follow appropriate usage guidelines when using (a) the Internet via the University's Internet connection, (b) the University's internal networks [intranet system], and (c) University-owned computer equipment.

GUIDELINES

1. Electronic communication is any information, graphics, or data that is sent or retrieved by electronic systems (e.g., electronic mail, world wide web, or fax). Staff members must regularly check and maintain electronic communication with others throughout a given workday.
2. Staff must abide by all local, state, and federal laws concerning the accessing, receiving, publishing and distributing of electronic communication. To send fraudulent, harassing, obscene, threatening, or any other type of electronic message that is in violation of local, state, or federal laws, or the University's policies is prohibited. Staff must also abide by all applicable license agreements for software available or used over the Internet. This includes all copyright laws. Staff members must abide by applicable laws and University policies regarding the downloading or sharing of files (music, video, etc.) for personal use. Violation of these policies can be grounds for disciplinary and/or legal action.
3. Vanderbilt's Internet connection and intranet system should be used for University purposes as directed by each staff member's supervisor. Occasional use of the Internet connection and intranet system for personal use is permissible. However, excessive personal use may be grounds for disciplinary action up to and including immediate termination. Additionally, staff may not conduct personal business activities over the Internet through Vanderbilt's connection or its intranet system.
4. All electronic communication should meet certain protocol standards. When conducting University business via electronic communication, staff must clearly and accurately identify themselves and the University. Concealing or misrepresenting oneself or the University is prohibited and subject to disciplinary action. Staff may use only those Internet and intranet connections (e.g., electronic mail) assigned to or approved for access by their supervisors. Additionally, any intentional altering of received or accessed electronic information that causes a misrepresentation of the original content is prohibited.
5. Vanderbilt University reserves the right to monitor, access, retrieve, read and delete any electronic communication that is created on, received through, or sent via the University's Internet connection, intranet system, or through any University-owned computer equipment. This right to review will be at the discretion of the supervisor, following approval by the Vice Chancellor.

6. Staff members must view electronic communication as they would any standard mail, graphics or printed information, knowing that these forms of communication are available for review if stored or left on University property.
7. Email should not be used to send messages regarding your religious beliefs, political positioning, selling Girl Scout Cookies, etc. These type of “personal” messages are not permitted and will be subject to disciplinary action.

Should a staff member violate the policy, appropriate disciplinary action will be taken as accorded in the Vanderbilt University Staff Handbook, and/or local, state and federal laws.

PHONE USAGE

POLICY

Each staff member has access to the Division’s toll free number and individual V-Net numbers. With this access, comes professional responsibility. Any abuse of the toll free number or V-Net card will be addressed by the Vice Chancellor.

TOLL FREE NUMBER

The Division’s toll free number is for business travel only. However, if on vacation, staff may use the number in order to check voice mail. The number may not be given to family or friends to dial into the University. It is for business purposes only.

V-NET

Each staff member has access to a V-Net card. The card should be used to make long distance calls for business purposes. Personal use of the card should be kept to a minimum. If the card is used to make a personal long distance call, the staff member must identify each personal call on the monthly pull sheet. Total charges for personal calls must be paid and collected monthly. All payments must be given to Jennie McClendon for reconciliation purposes.

CELL PHONE

Certain staff members have been assigned University-owned cell phones for use while away from the office. The phones should used for business-related calls only. Any calls above the basic plan must be reimbursed by the employee if the usage is deemed personal.

VOICE MAIL GUIDELINES

Please remember that a primary reason for using voicemail is to provide a convenience to your callers. Because we are a service-oriented division, it is important to make communication easy and pleasant. Many people prefer to leave messages directly on voicemail, but others still prefer to speak to a live person in the office. Please be sure you use this tool to make it possible for your callers to leave information for you in whatever way they prefer.

Please be sure to re-record your two standing greetings for when you are on the phone and when you don’t answer. Your greeting should be something like: “This is YOUR NAME. I’m on another call at the moment. Please leave your name and number and I will call you back as soon as possible. If you need to reach someone in the office right away, try SUPPORT PERSON at FULL NUMBER or press zero”; and for when you

can't answer, "This is YOUR NAME. I'm unable to answer your call at the moment. Please leave your name and number and I will call you back as soon as possible. If you need to reach someone in the office right away, try SUPPORT PERSON at FULL NUMBER or press zero...." (A caller can bypass these two greetings by pressing #.)

To set up these greetings go into the system and enter your password. You will be at the main menu; press 4 (personal options) 3 (greetings) 1 (change personal greeting) 2 (record a personal greeting) then choose 1 for "don't answer," or 2 for "busy" and follow the prompts.

In addition, please double check that you have set up forwarding of your phones to voicemail for these two situations (voicemail picks up after four rings or transfers immediately for a busy line). Detailed instructions are on page iv of the Vanderbilt directory. These will almost never need to be reset, unless the system knocks them out.

For a greeting tailored to your absences, including lunch, use the "extended absence" greeting feature (a third option beyond busy and don't answer). This is the specific message that tells callers when you will return and whom to call in your absence. This is also the greeting you should use when you are out sick or on vacation. Be sure also to forward your phone to 6-0000 at the same time. You can call in from home (936-0000 then follow prompts) to put a greeting on, and your support person can go into your office and set your phone to forward to 6-0000.

Your extended absence greeting should be *informative*, not "I am either away from my desk or on the phone," especially if you are out on vacation! ALWAYS say when you expect to return and refer the caller to a human being along with the extension number of that person. Be sure that person is really present and able to take the referred calls.

To set the extended absence greeting--after you have entered your password, press 4 (main menu) 4 (personal options) 3 (greetings) 2 (create extended absence greeting). Then follow the prompts (usually ## to confirm the E.A. greeting, then ** to exit). If you inadvertently press the wrong key, just remember * to cancel. When an extended absence greeting is in effect, it overrides your other greetings (busy and don't answer) and the caller cannot bypass it by pressing #. Once you cancel it, your other greetings are automatically activated again.

When you are out of the office for lunch, vacation, appointments, etc., forward all your calls to voicemail. This will prevent your phone from ringing at all.

Lastly, you can leave a message for someone while you are in your voice mailbox by pressing 2, recording the message, then following the prompts for delivery. The system allows you to deliver the message even if you don't know the extension number, by keying in the letters of the person's last name. You can do this any time of the night or day, without ringing through to the person, and it doesn't matter whether they are forwarded to voicemail or not.

OVERTIME & COMPENSATORY TIME

OVERTIME

Sometimes projects and priorities may require extra work beyond your normal schedule. Your supervisor can rearrange work schedules and can require overtime when necessary to meet the operating needs of your department.

Hourly staff members are normally paid 1.5 times their regular rate of pay for all hours worked over 40 in a workweek. If you have work that you feel needs extra time and effort, you must check with your supervisor first before working beyond the end of your regular shift. If you work overtime, which is unauthorized, you may be subject to disciplinary action.

Monthly-paid staff members are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). They are paid on a salaried basis and do not receive additional pay for hours worked beyond 40 in a workweek.

COMPENSATORY (COMP) TIME

If you are hourly-paid and are required to work extra hours on a given workday, your supervisor may let you -or require you to -take an equal number of hours off within the same workweek. Comp time off in lieu of overtime pay must be taken in the same pay period, and it must have the advance approval of your supervisor.

If you work overtime hours beyond 40 in the first week of a two-week pay period, you may be permitted -or required - to take compensating time off in the second week. If so, you will be given time off equal to 1.5 times the number of overtime hours you worked in the first week.

If you work overtime hours beyond 40 in the second week of a pay period, you will be paid at the overtime rate. Comp time may not be carried forward to future pay periods.

Exempt (monthly-paid) staff do not receive overtime provisions of the FLSA. Exempt positions may have greater scheduling flexibility than hourly-paid positions, but compensatory time for hours worked beyond 40 in a week is not appropriate.

For Division of Public Affairs:

Non-Exempt: Overtime will be approved only when notification is given in advance to your appropriate supervisor, unless it is unanticipated. Compensatory time off must be determined and approved by your appropriate supervisor in advance.

Exempt: Compensatory time is not allowed; however, at the discretion of Vice Chancellor Beth Fortune, appropriate paid time off may be granted due to special commitments, which extend beyond normal job duties.

ON-CALL

POLICY

Though any staff member may be placed on-call as needed, certain positions may be required on a regular basis to be placed on-call.

PROCEDURE

When placed on-call, a staff member will be given a beeper and/or cell phone. When on-call, a staff member needs to remain in the Nashville/Middle Tennessee area and respond quickly and efficiently to any call, page, or voice mail.

For more details concerning this policy, news service/public relations staff can refer to Liz Latt. All other staff can consult with Vice Chancellor Fortune.

BEVERAGES

POLICY

Soda and juices are stored and are made available free for guests. The drinks are also available for Public Affairs staff members for a minimal fee of \$.25 per container. Payment should be made at time of selection and is on the honor system. Any abuse of this system will be addressed by Vice Chancellor Fortune.

SIGNATURE APPROVAL PROCESS

POLICY

All financial paperwork *must flow through Jennie McClendon* before being sent on to Purchasing, Accounting, Accounts Payable, etc. Jennie will forward items to the Vice Chancellor that require his co-signature based on type of expense and/or amount.

The following individuals have signature approval for the following forms (without needing a co-signature from Jennie). Copies of these forms are simply sent to her for recordkeeping.

The following individuals have signature approval for the following forms:

Division – wide:

Beth Fortune	Signature authority for all purchases, payments, and check requests for all division-wide items.
Jennie McClendon	same as above
Patsy Sanders	same as above

Vice Chancellor's Office:

Beth Fortune	same as above
Jennie McClendon	same as above
Patsy Sanders	same as above
Cindy Graham	Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Community, Neighborhood & Government Relations:

Christine Bradley Signature authority on all purchases, payments, and check requests.

Chandra Allison, Carole Mackey

Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Creative Services:

Judy Orr Signature authority on all purchases, payments, and check requests.

Glenna Underhill Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Dyer Observatory:

Christine Bradley Signature authority for all purchases, payments, and check requests.

Carole Mackey Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Federal Relations:

Christina West Signature authority on all purchases, payments, and check requests.

Janelle St.Croix Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

News Service:

Liz Latt Signature authority for all purchases, payments, and check requests.

Chris Skinker Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Trademark Licensing:

Maggie Huckaba Signature authority on all purchases, payments, and check requests.

Mary Ann Daniel-Kaszuba Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

View:

Liz Latt Signature authority for all purchases, payments, and check requests.

Chris Skinker Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

Web Communications:

Melanie Moran Signature authority for all purchases, payments, and check requests.

Chris Skinker Small P.O.s, 1180s, procurement card charges, meter mail slips (can complete check request and travel request forms, but can not sign).

PROCUREMENT CARDS

Vanderbilt University has established a Procurement Card Program to provide expanded convenience and controls for low dollar purchases, and to establish a payment methodology that will support the future purchasing directions of internal and external transactions. The Procurement Card (PCard), an institutional credit card, is designed to give controlled buying power directly to the Departments/Divisions eliminating many purchase orders, check enclosed orders and University and Medical Demand Check Requests.

JP Morgan Chase MasterCard is the provider of the Vanderbilt University Procurement Card. MasterCard is readily accepted by most vendors and is a convenient purchase and payment tool for low dollar purchases.

Selected support staff are given procurement cards to facilitate purchases in their department. The basic functionality is:

Cardholder makes an authorized business-related purchase by charging it on their JP Morgan Chase MasterCard.

Cardholder logs the transaction on the MasterCard Transaction Control Log and attaches receipt and supporting documentation.

Cardholders review their transactions daily/weekly in the PaymentNet Internet application.

Card Manager approves the Cardholders transactions in the PaymentNet Internet application for distribution to the appropriate general ledger account and center number for all charges within the current billing cycle. The Card Manager reviews the supporting documentation, signs and dates the MasterCard Transaction Control Log on a monthly basis.

Cardholder reconciles receipts and MasterCard Transaction Control log to the electronic bank statement from JP Morgan Chase.

JP Morgan Chase pays the merchant when merchant submits the transaction.

Vanderbilt University pays JP Morgan Chase once each billing cycle.

Cardholders maintain proper receipts and supporting documentation, transaction log, and bank statements, within the department.

For Division of Public Affairs:

Purchases are reviewed and approved online by each staff member, then managerially approved by Jennie McClendon. Receipts/log are turned it to her each month for tracking/reconciling with pullsheets.

STAFF POSITIONS

POLICY

Staff jobs at Vanderbilt are grouped into job categories for a number of purposes, such as administering salaries and benefits, and creating various information and reports. According to Fair Labor Standards Act (FLSA) guidelines, staff jobs are categorized as either "exempt" or "non-exempt." The Classification & Compensation division of Human Resource Services is the primary resource for information about job classifications and pay structures for staff at Vanderbilt.

EXEMPT (SALARIED) POSITIONS

Exempt staff positions are those which are exempt from certain provisions of the FLSA and are not entitled to overtime pay. These jobs are generally administrative, managerial, technical or professional positions. Staff in exempt positions receive a fixed weekly salary, which is paid on a monthly basis. Hours worked beyond 40 in a workweek do not result in additional pay. These jobs are sometimes referred to as "salaried" or monthly-paid positions.

NON-EXEMPT (HOURLY) POSITIONS

For staff positions that are defined as non-exempt, the University maintains hourly time records and calculates pay on an hourly basis. Hourly-paid positions are entitled to overtime pay -at 1.5 times the employee's regular pay rate -for all hours worked beyond 40 in a work week. (Paid time off hours such as vacation, sick, and holiday time don't count toward the 40-hour threshold for overtime eligibility.)

CONFLICT OF INTEREST

Staff members usually have interests outside the University and are involved with family, friends and other commitments - like recreation, community service, and professional development activities. Vanderbilt encourages such activity as long as it does not conflict with the duties that staff members have to the University.

Simply put, we expect that staff members will not engage in activities that compromise the University's position or integrity through actions like self-dealing, misappropriation of University assets, influence peddling, or abuses of confidence.

Staff may not engage in activities that interfere with performing their job duties and responsibilities to the University. Staff are expected to avoid situations in which their judgment in making decisions or taking actions on behalf of the University may be affected by personal

consideration or situations where their job performance, loyalty, or stewardship to the University is compromised.

For example, using University facilities or supplies for non-University purposes, or holding a financial interest in a business that supplies goods or services to Vanderbilt, may constitute conflicts of interest.

The following guideline is intended to help ensure that Vanderbilt receives from its staff the quality of effort, judgment, and loyalty that are necessary for the University to accomplish its objectives in ways that are consistent with its standards of excellence.

You must inform your supervisor and receive written approval before engaging in any outside activities that have the potential for conflict of interest, such as:

1. Employment outside of Vanderbilt
2. Employment within the University in addition to your primary employment
3. Hiring a member of your immediate family
4. Outside business, philanthropic, community, political, or other interests or activities that may impact your work commitment or the use of University facilities or supplies
5. Outside interests -your own or those of your immediate family -related to suppliers of goods and services to the University
6. Acceptance of gifts, gratuities, or favors from individuals or organizations with which the University conducts business -or that are seeking association with the University -or the extension of such gratuities or favors, which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties
7. Use of information that the University considers privileged or confidential, for non-University purposes
8. Using the name of the University for monetary profit, or, as a private person, acting in a way that could create the impression you are speaking for the University

Any activities and interests that are potential conflicts of interest require advance supervisory approval. Failing to report such activity immediately -or continuing an activity if it has been disapproved by your supervisor -is grounds for performance improvement counseling, including termination of employment.

CONFIDENTIAL INFORMATION

Accessing, without authorization, information that the University considers privileged or confidential, releasing such privileged or confidential information, or using such information for non-University purposes, violates University policy and is grounds for performance improvement counseling, including termination of employment.

VANDERBILT NAME, SEAL & LETTERHEAD

Staff may not use Vanderbilt's name, seal, any of its authorized logo emblems, or University letterhead without authorization. Improper use for commercial, personal, organizational, or political gain is subject to performance improvement counseling, including termination of employment. Questions about the use of these materials should be directed to the Trademark Licensing office (322-7292).

SOLICITATION

Vanderbilt permits on-campus solicitation only for the United Way & Other Giving Campaign and the Vanderbilt Faculty/Staff Campaign. These programs are coordinated centrally by the University.

Other solicitation by staff members on Vanderbilt time or in work areas is prohibited. Work time is defined as any time that those soliciting -or those being solicited – are supposed to be on duty. Unauthorized distribution of written or printed materials of any description during work time or in work areas is prohibited. Solicitation or distribution in the Medical Center is prohibited at any time in patient care areas or other areas frequented by patients.

Solicitation or distribution of unauthorized materials by anyone not employed by Vanderbilt is prohibited at all times and in all areas of the University. Individuals or organizations who wish to offer or advertise information, programs, products, or services to members of the Vanderbilt community should contact the Purchasing office about becoming an approved vendor, or the Employee Relations office about participating in the Vanderbilt PERQs program.

For Division of Public Affairs:

A conflict of interest or use of Vanderbilt property could include material about Vanderbilt University (articles, papers, photographs, etc.) produced for an outside entity. All material prepared as part of a staff member's official job duties, including printed and electronic versions, are the property of Vanderbilt University and cannot be sold, distributed, or licensed to any outside entity without prior permission of Vice Chancellor Beth Fortune. Since staff members maintain a special status as public representatives of the University, any outside public communication, such as freelance writing, book editing, broadcast appearances, etc., must be approved in advance by Vice Chancellor Fortune.

PERFORMANCE FEEDBACK/EVALUATIONS

Vanderbilt's reputation as one of the finest educational, research, and health care institutions exists - and grows - because of the dedicated effort and commitment to excellence of its faculty and staff. You were chosen for your position because of your qualifications, abilities, and commitment to the high standards that Vanderbilt has set for itself and you.

To assist you in meeting Vanderbilt's standards, you should regularly seek advice, counsel, and feedback on your performance. This feedback can come from a number of sources, but it is provided most frequently by your supervisor. Your supervisor can provide both positive and corrective feedback to help you achieve excellence in your job and meet the professional goals that you and your supervisor have set.

If you ever feel unsure about what is expected of you, or uncertain about how you are doing, ask your supervisor.

PERFORMANCE EVALUATIONS

Most departments provide periodic opportunities, at least once a year, for you and your supervisor to sit down and discuss your overall performance - to review how the past year has gone and to set some goals and priorities for the next year. These discussions provide an

excellent opportunity for you to confirm how you are doing, to identify issues to concentrate on, and to set objectives for the future.

For Division of Public Affairs:

Performance evaluations will occur in January on an annual basis. As with other areas in the University, annual percentage pay increases will be tied to evaluations. Supervisors are responsible for establishing performance goals and standards for each direct report. Supervisors are also responsible for preparing annual written performance evaluations for each direct report. All evaluations will be reviewed by Vice Chancellor Beth Fortune before they are made final and placed in your personnel file.

FRA ACCOUNTS

Each month, Vanderbilt contributes \$25 to a Flexible Reimbursement Account (FRA) for each eligible employee. These funds are available to pay for medical expenses not covered under the health care plan.

ELIGIBILITY

Faculty or staff, who were full-time, permanent employees prior to April 1, 1996, became eligible for the FRA upon enrollment in a Health Care plan. Faculty or staff members, who become full-time, permanent employees on or after April 1, 1996 will begin FRA accrual after five years of continuous, full-time employment. Employees hired after January 1, 2005 are not eligible.

FUNDING

Funds accumulate until actually used. Unused funds may be carried over from year to year. Employees may not supplement the FRA with their own contributions; however, Vanderbilt does offer a Personal Spending Account for Health Care which may be used to help pay health care expenses.

These are TAX-FREE contributions for Vanderbilt and are not considered taxable income to employees.

USES

The FRA can be used to cover eligible expenses (listed below) of spouse and eligible dependents, even if Family Health Care Coverage has not been elected. FRA can be applied toward eligible health care, dental and vision expenses not paid by Vanderbilt Health Care. It may also be used to supplement Health Care, AD&D, and Dental after-tax premiums.

PAYING BENEFITS

Employees are only reimbursed for expenses up to their full account balance. The account covers eligible expenses incurred during the calendar year. IRS guidelines prohibit the carryover of reimbursable expenses from year to year.

PSA ACCOUNTS

A Personal Spending Account (PSA) is an account funded through employee contributions from pretax earnings. Participating employees designate an annual amount (divided by the number of

pay periods) to be contributed to the selected account(s) each pay period. As eligible expenses are incurred throughout the year, the PSA may be used to reimburse the employee. Both the contributions to and the reimbursements from PSA's are tax free. PSA's provide valuable tax advantages and require careful planning.

TYPES

Faculty and staff may participate in two types of personal spending accounts. The Health Care PSA is generally used to reimburse for expenses that would be considered deductible for federal income tax purposes but are not covered by the Health Care Plan. The minimum annual contribution is \$104. The maximum is \$3600. The Dependent Care PSA is for single people with eligible dependents and married couples in which both spouses work. It covers expenses incurred in providing care for eligible children and elderly dependents while you work. The minimum annual contribution is \$104. The maximum varies with family situation and is defined by Internal Revenue Codes.

ENROLLMENT/MAKING CHANGES

To enroll in a PSA, complete the enrollment form available from the Benefits Office. For new faculty and staff enrolling, the PSA will become effective the first day of the month following a three-month waiting period. An annual allocation to the account must be indicated when enrolling. Election to participate in a PSA is effective for the entire plan year.

Faculty and staff must enroll/re-enroll during open enrollment each year. PSA contributions may only be stopped, started or changed within 30 days of a qualifying event. These include marriage or divorce, birth or adoption of child, death of a dependent, and the beginning or end of a spouse's employment.

CONSIDERATIONS

The two types of PSA's are entirely separate. One account may not be used to pay expenses covered by the other, nor can money be transferred between accounts. Neither unused funds nor reimbursable expenses may be carried over to the next plan year. The deadline for submitting claims for reimbursement during the plan year is January 31 of the following year. Any money left in the account after the end of the plan year **MUST BE FORFEITED**; thus allocations should be limited to the amount you actually plan to spend.

2009 COBRA Monthly Health Care Rates

	AETNA Standard	AETNA Health Fund	BlueCross Advantage P
Individual	\$264.67	\$370.81	\$436.23
Individual + Spouse/Partner	\$555.48	\$778.23	\$915.54
Individual + Child(ren)	\$450.11	\$630.63	\$741.89
Family	\$794.02	\$1112.42	\$1308.71
Dependent Only	Not applicable	Not applicable	Not applicable

2009 COBRA Monthly Dental Rates

	CIGNA Dental Care	CIGNA Dental PPO
Individual	\$10.79	\$27.92
Individual + Spouse/Partner	\$18.36	\$55.46
Individual + Child(ren)	\$22.36	\$66.94
Family	\$27.76	\$94.42
Dependent Only	Not applicable	Not applicable

2009 COBRA Monthly Vision Rates

	Vision Care
Individual	\$7.63
Individual + Spouse/Partner	\$12.57
Individual + Child(ren)	\$12.85
Family	\$20.64
Dependent Only	Not applicable

VANDERBILT UNIVERSITY TRAVEL POLICIES & PROCEDURES

I. Definition of Official Travel

Official travel is defined as movement on official business of the University from one's home or normal place of employment to another destination, and return from there either to one's normal place of employment or to one's home. Commuting between one's home and regular place of employment is not official travel.

II. Domestic Travel

Domestic travel includes travel within and between any of the fifty states of the United States, its possessions and territories, and Canada. When charging a restricted grant or contract (cost center which begins with a "4"), the traveler should also refer to the grant or contract award documentation and other applicable external regulations.

Local travel includes business travel within Davidson County. Expenses associated with local travel may be reimbursed by demand check with appropriate supporting documentation. Individuals may be authorized for recurring short-distance travel to neighboring counties or to nearby destinations via a standing travel authorization. The standing authorization should be signed by an appropriate authority and include an explanation of the circumstances necessitating the recurring short-distance travel.

Travel authorization forms remain within the individual's home department, and should be retained until the filing process of the travel expense report is complete. The approved travel expense report and supporting receipts should be sent to the Office of Accounting or the Office of Financial Management for reimbursement.

A. Transportation

1. Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of actual cost incurred by the traveler using normally traveled routes. Travelers should select the type and class of services available to accomplish the travel at the most economical rate. First-class travel will be reimbursed only in extenuating circumstances and should be approved in advance by the traveler's Executive Director, Dean, Vice Chancellor, or Provost. The approval should be documented and attached to the Travel Expense Report. If approval is not obtained in advance for the use of first-class transportation, reimbursement will be reduced to coach fare available at the time of ticket booking. Reimbursements will not be approved for airline travel insurance premiums. Reimbursement will also not be approved for the cost of airfare if a traveler's accumulated frequent flyer miles are used for business travel. Original ticket receipts should be submitted with the Travel Expense Report.

Travelers may often be able to obtain reduced airfares by arriving early to or departing late from the travel destination. In such cases, additional food and lodging costs (or possibly additional time away from work) should be considered in determining the total costs of various alternatives. Guidelines should be established at the departmental level to determine when longer trips are justified by reduced airfare costs. In the event that extended trips are taken to obtain decreased airfares, specific circumstances regarding the duration of the trip should be clearly documented (as an attachment) on the Travel Expense Report.

Airline tickets should be purchased at the lowest published fares available. Vanderbilt University authorizes ticket purchases only in accordance with accepted airline industry practice. Tickets must be used for travel by the person for whom they were purchased. Traveling under another person's name may result in the forfeiture of insurance rights.

2. Private Airplane

Vanderbilt faculty and staff are prohibited from operating or using privately owned, rented, or borrowed aircraft for University business travel. An exception to this prohibition may possibly be secured upon application to the Office of Risk and Insurance Management. Qualification for such an exception will be based upon the need for this type of travel and the liability insurance covering the aircraft. Written approval should also be obtained in advance from the traveler's Executive Director, Dean, Vice Chancellor, or Provost.

If travel by private airplane is properly approved, reimbursement will be made in accordance with the approved rate in effect at the time. No traveler may purport to be an agent of the University in entering into agreements with airports or other authorities without prior approval of the Department of Risk and Insurance Management.

3. Rail

The University will reimburse the cost of coach railroad fare plus the lowest-priced available private Pullman facilities not to exceed the cost of coach airfare. The cost of coach airfare should be documented with the Travel Expense Report. Original ticket receipts are required and should be attached to the Travel Expense Report.

4. Bus

The University will reimburse the cost of commercial bus fare not to exceed the cost of coach airfare. (Comparison to coach air fare is dependent upon the availability of commercial flights to the destination.) If applicable, the cost of coach airfare should be documented with the Travel Expense Report. Original ticket receipts are required and should be attached to the Travel Expense Report.

5. Personal Automobile Travel

Travel by personal automobile is an allowable expense when deemed the most economical and reasonable mode of travel under the circumstances. Factors which should be considered include distance to be traveled (and thus, additional meal and lodging expense if travel time is increased), total costs to be incurred in operating an automobile as compared to other modes of travel, and potential cost savings if a car rental fee will be avoided. The current rate at which Vanderbilt reimburses mileage expenses is intended to cover all transportation and vehicle operating costs, including auto insurance.

As of 01/01/09 mileage reimbursement is at a rate of 55 cents per mile.

Reimbursement will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination, plus the reasonable costs of other appropriate local transportation at the destination. If mileage to the destination exceeds 300 miles, documentation of the cost of round-trip coach airfare must be attached to the Travel Expense Report. For travel less than 300 miles to the destination, travel by automobile is deemed to be the least expensive option and no further cost justification documentation is needed.

Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. Original cash register or credit card receipts should be submitted with the Travel Expense Report for any expenses greater than \$25. No reimbursement is made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's acts or the actions of others.

If a faculty/staff member's vehicle is used on official travel and causes bodily injury or property damage to another party, the faculty/staff member's insurance will provide coverage to the limit of the employee's policy. If named in a lawsuit, Vanderbilt will provide coverage after the limit of the employee's policy has been reached. Faculty/staff who use their own automobiles or other vehicles on Vanderbilt business are responsible for insuring themselves against personal liability because Vanderbilt has no insurable interest in a faculty/staff member's personal automobile. Departments should be aware of the potential liability in case of an accident involving any uninsured motorist traveling on behalf of Vanderbilt University. Departmental travel administrators are advised to take measures to identify and minimize such liability.

Vanderbilt insures legal liability and property damage arising out of use of its vehicles on Vanderbilt business.

When reimbursement for local mileage is requested, a list of all trips should be attached to the request for reimbursement. Origin, destination, date, business purpose, and number of miles traveled should be included on the listing, regardless of the length of the trip.

6. Automobile Rental

Travelers may rent automobiles when other transportation is not available or when such use is considered the most reasonable and economical mode of travel under the circumstances. Whenever possible, travelers should use rental companies which provide the lowest rates. In order to minimize costs, travelers are encouraged to choose economy-class cars whenever possible. Original cash register or credit card receipts for the car rental and associated gasoline purchases should be submitted with the Travel Expense Report.

No travel allowance will be approved for rental car insurance premiums. Faculty/staff who rent cars while on University business should decline any optional insurance offered by the rental agency. Automatic liability coverage for bodily injury and property damage is provided by the University. The University also pays the premium for a group travel accident policy for which the maximum principal recovery amount is \$100,000. Coverage for physical damage to a rental automobile is provided through University self-insurance.

7. Local Transportation

Costs of public transportation, airport shuttles, and taxis are acceptable for service to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Original receipts for any expenses greater than \$25 should accompany the Travel Expense Report.

B. Food and Lodging

Before making travel arrangements, travelers should check with their department or school to determine whether budgetary limits have been imposed. Travelers should request educational discounts at all hotels and motels. Many establishments offer reduced rates to those who identify themselves as University faculty or staff members. Corporate and/or volume discounted hotel rates may be available if travelers make their reservations through the University's contract travel agency. Travelers should also contact the Office of Accounting or the Office of Financial Management to see if Vanderbilt is exempt from sales tax in the state to which he or she is traveling. If so, the traveler is encouraged to obtain a sales tax exemption certificate from the applicable office to avoid unnecessary sales tax expense while traveling. Expenses for food and lodging are reimbursable on the basis of actual, reasonable expenses incurred. Meal prices may vary in different geographic areas. Original cash register or credit card receipts for all meals and lodging expenses greater than \$25 should accompany the Travel Expense Report. Charges for meals or services on hotel bills should be entered separately from the room charge on the Travel Expense Report.

Meal expenses should be reasonable. Original cash register or credit card receipts should accompany the Travel Expense Report. Any meal expense exceeding \$25 or a more restrictive guideline, established at school or division level, requires a written explanation and is subject to approval at the level of the head of the department, Executive Director, Dean, Vice Chancellor, Provost, or their designee.

Approved meal expenses exceeding a reasonable amount should be recorded as entertainment expenses. All entertainment expenses must be coded to account number 62110, thereby isolating those costs from direct or indirect charges to Government funds. Entertainment, as well as alumni and development expenses, cannot be charged to Government restricted centers under any circumstances. Alcoholic beverage costs are generally considered personal expenses; however, if reimbursement is approved, the charges must always be classified separately as entertainment expenses, regardless of the funding source for the trip.

A significant volume of University travel is funded by Government contracts and grants, and it is imperative that travelers maintain good judgment and reasonableness in travel expenditures. Travel policies administered at the departmental level should be consistent between restricted and unrestricted funds.

For Division of Public Affairs:

We request that whenever possible, you limit your meal expenses to \$ 10 breakfast, \$ 15 lunch, and \$ 25 dinner. Receipts for all meals are requested by the division, although not required by Vanderbilt, for a proper papertrail.

C. Telephone and Fax Expenses

Travelers may be reimbursed for the cost of one personal long-distance phone call per day for a reasonable length of time unless more restrictive policies have been established at the departmental level. Reasonable expenses incurred for business-related long-distance calls necessary while traveling (e.g., calls to Vanderbilt, fax transmittals, etc.) are normally reimbursable. Travelers are encouraged to use calling cards to reduce long-distance calling costs. Because receipts for such calls will normally not be available within the time period required for expense reporting, special arrangements may need to be made at the departmental level for subsequent reimbursement.

D. Spouse or Other Dependent Expense

No travel expenses, transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying employees on University travel will be reimbursed unless such travel significantly benefits the University and is specifically approved in writing by the traveler's Executive Director, Dean, Vice Chancellor, or Provost in advance. Approval is necessary to document that the spouse's or other person's expenses may be reimbursed on a given trip. Approval to reimburse specific meals or other itemized expenses is not necessary. Reimbursed travel expenses of spouses or other persons accompanying employees on travel for University purposes will be reported as taxable income to the employee unless (1) the spouse or other person accompanying the employee is also an employee of the University, (2) the travel of the spouse or other person is for a bona fide business purpose of Vanderbilt University, and (3) the expense

would otherwise be deductible by the spouse or other person. NOTE: ALL THREE (3) CONDITIONS MUST BE MET.

Expenses of a personal entertainment nature, such as movies, recreational fees, etc., should not be reimbursed; however, if reimbursement is approved, the charges must always be classified separately as entertainment expenses, regardless of the funding source for the trip.

III. Foreign Travel

Foreign travel is defined as any travel other than domestic travel as defined in this policy. Foreign travel supported by University funds should be approved in the same manner as domestic travel. Foreign travel supported by sponsored program contracts and grants may require prior written agency and/or internal approval. Travelers should refer to applicable grant or contract regulations to determine whether prior agency approval is required and if other restrictions apply. Generally, travel-related insurance coverage on foreign travel is similar to that described for domestic travel. However, special circumstances such as an extended stay could change the scope of coverage. It is recommended that travelers consult the Office of Risk and Insurance Management to discuss special circumstances and verify insurance coverage, prior to foreign travel.

IV. Special Travel

Travel for such purposes as employment interviews at Vanderbilt and relocation to Vanderbilt of newly recruited faculty and staff is considered special travel. Funds to support special travel are commonly limited by departmental budgets and/or the terms of contracts and grants. No commitment to reimburse such expenses should be made without first ascertaining that such reimbursement is appropriate and that funds are available.

The following special travel guidelines are standard within the University. More specific guidelines for individual programs with special needs may be approved by the responsible head of the department, Executive Director, Dean, Vice Chancellor, or Provost.

A. Situations Relating to New Faculty or Staff

1. Employment Interview

Departments may authorize reimbursement to prospective faculty or staff members for travel expenses incurred in connection with an employment interview at Vanderbilt or elsewhere in accordance with the policy in effect for official travel. Reimbursement may be requested on a Travel Expense Report or a demand check request.

2. Relocation

Each school, college, or administrative division has its own policy for determining eligibility of new faculty and staff for moving expenses. The letter of appointment will state whether the individual is or is not eligible and, when eligible, the amount that will be provided.

The Purchasing Department has negotiated a relocation contract for moving the household effects of new faculty and staff. Departments are encouraged to use this

contract to take advantage of negotiated discounts and value-added services. Moving services should be processed on a purchase order if arrangements are made prior to the move. If an invoice for authorized expenses from a moving company is presented after the move has taken place, departments may authorize reimbursement to newly hired faculty or staff members via demand check request. Travel Expense Reports should be used to substantiate travel-related moving expenses to be reimbursed, such as travel from the former residence to the new residence. Generally, the term "relocation" may include the following:

- a) Moving household goods and personal effects from the former residence to the new residence;
- b) Travel for the faculty or staff member and family from the former residence to the new place of residence.

Individual department or school policies should be referenced regarding moving institutionally-related equipment and supplies.

The University is required to report certain moving expense reimbursements to the Internal Revenue Service as income to the individual being reimbursed. The faculty or staff member's social security number must be indicated on the travel report or check request for processing.

B. Official Visitors

Departments may authorize reimbursement to official visitors for expenses incurred in connection with their travel to the University. Reimbursement may be requested by either a demand check request or a Travel Expense Report, as decided by the appropriate head of the department or dean. The reimbursement guidelines in effect for normal travel as authorized in this document must be followed rather than those of the visitor's home institution. Expenses should be supported by appropriate documentation, and entertainment and alumni and development expenses must be coded separately, as explained in section II.B.

C. Group Travel

When injury to a group of travelers would seriously impair the operation of a University activity, the University strongly discourages travel by groups of more than two or three faculty or staff on the same plane or on extended automobile trips. This restriction should be evaluated by the heads of the departments and/or deans according to the circumstances of the travel.

Students traveling as groups or teams are to be sponsored by a faculty or staff person(s) who will be responsible for complying with the policies stated in this manual. For these trips, one Authorization for Official Travel form should be completed and a list of travelers attached.

If a group of persons traveling together on official travel incurs joint expenses to be reimbursed from the same source, such expenses may be paid and reported by one traveler for convenience; however, an Authorization for Official Travel should be completed and approved for each traveler, except for student groups or teams as noted

above. The circumstances should be explained and the names of all persons should be listed on the Travel Expense Report or an attachment.

If a person on official travel is accompanied by a person not on official travel, and the expenses for travel, accommodations, or other services are incurred jointly by such persons, then reimbursement by the University to the person on official travel is limited to the actual expense attributable to the traveler or to the amount that the traveler would have incurred if traveling alone.

V. Travel Insurance

When traveling on University business, faculty and staff are covered by the University's accident insurance policies. Students are not covered. Coverage applies both within and outside Davidson County, Tennessee. Commuting to work is not covered. The travel accident policy provides \$100,000 for accidental loss of life and up to \$100,000 for accidental dismemberment. However, to protect faculty and staff and his or her estate, it is essential that evidence be presented that the travel in question was University business, and that evidence must exist on the University's records. A Travel Authorization Form is used to confirm travel status. This form should be filed with the traveler's appropriate home department prior to travel, and should be retained until the filing process of the Travel Expense Report is complete.

The travel accident insurance applies to travel by aircraft unless the faculty/staff member is acting as pilot, operator, or member of the aircraft crew. Vanderbilt faculty and staff must obtain prior approval to operate or use privately owned, rented or borrowed aircraft for University business travel. (See Section II.A.2.) Travel accident coverage for travel by private plane should be confirmed through the Office of Risk and Insurance Management.

In addition, the University's current corporate credit card program provides travel insurance. The traveler will be protected with \$200,000 of Business Travel Accident Insurance when travel is by common carrier on air, land, or sea provided he or she uses the Corporate Card to charge the business transportation costs. Coverage begins the moment the traveler starts the business trip and remains in effect until the trip has ended. For personal trips charged on the Corporate Card, a traveler will be covered on common carriers by \$100,000 Travel Accident Insurance.

The traveler also has Corporate Card Baggage Insurance that automatically covers his or her baggage in excess of the carriers' liability up to \$500 for checked baggage and up to \$1250 for carry-on baggage for any trip in which the business transportation was charged to the Corporate Card. Coverage is based on depreciated value under the current agreement.

In addition to the above coverage amounts, Vanderbilt's current preferred travel agency offers \$200,000 of free travel accident insurance for both business and personal trips to each purchaser of an airline ticket from their agency.

VI. Travel Arrangements

A. University's Preferred Travel Agency

The University's preferred travel agency can assist with travel arrangements by providing airline schedules, reservations, and tickets as well as hotel and rental car reservations. The University's preferred travel agency can also inform the traveler of any prevailing discounts for airlines, hotels, or rental cars. While it is not mandatory to use the University's preferred travel agency, travelers are strongly encouraged to do so in order to take advantage of the special services offered to Vanderbilt.

B. Corporate Credit Cards

Vanderbilt University participates in a corporate credit card program. American Express Corporate Cards are made available free of charge to those faculty and staff who travel regularly on University business. The Corporate Cards are intended to provide convenience in paying travel expenses and to minimize the need for cash on hand. Any faculty or staff member who travels on University business once a year or more is eligible to receive a Corporate Card. However, any faculty or staff member whose previous Corporate Card was canceled will not be eligible for another card.

The Corporate Card is intended primarily for business, rather than personal, use. The Card replaces the need for most travel advances and should be used whenever possible to pay for airline tickets and other transportation, lodging and meal costs. (Use of a personal credit card is also acceptable if the traveler prefers to use it.) Each Corporate Cardholder is responsible for paying all charges to the Card on a timely basis.

Application forms for the card are available from the Office of Accounting. Contact your department or unit's administrative office for procedures required to obtain the Corporate Card.

For Division of Public Affairs:

VU American Express cards can be used for business purposes only.

C. Travel Advances

All travel advances should be properly accounted for on the Travel Expense Report and any excesses returned within ten (10) days after returning from a trip on official business. If any advance has not been accounted for within thirty (30) days after the traveler has returned, the University may deduct the outstanding balance of any travel advance from his or her payroll check. (The traveler agrees to this condition by signing the forms requesting travel advances.) No additional advances or reimbursements will be processed if a travel advance is past due. Travel advances and subsequent accounting will be tracked in the Office of Accounting or the Office of Financial Management as applicable.

University Central

University faculty and staff should charge advances for registration fees directly to the appropriate cost center. All other advances (cash, super saver, and hotel deposit) should be charged to the travel receivable account and center as follows:

Account 14010 Center 1-97-060-0000 Individual Travel Acct #

Individual travel account numbers may be obtained from the Office of Accounting at 343-6630.

IRS regulations require Vanderbilt to report travel advances as additional income and to withhold appropriate income taxes on these advances unless the expenses are accounted for within a reasonable period of time. Therefore, Vanderbilt will begin the process to add to a traveler's W-2 form any travel advances not accounted for or collectible by payroll deductions within ninety (90) days of the return date from the trip that occasioned the advance. Reporting of an advance as income does not relieve faculty or staff of the legal liability to account to Vanderbilt for the travel advance and to return unused portions.

1. Registration Fee

Whenever possible, registration fees for non-local events should be requested using the Request for Registration Fee advance form or Check Request form. For University Central, the amount will be charged directly to the appropriate cost center (departmental budget). Registration fees should not be reported as an expense or listed under "Less Amount Advanced" when the Travel Expense Report is filed. Registration fees may not be obtained when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

2. Hotel Deposit

Whenever possible, hotel deposits for non-local events should be requested using the Request for Hotel Deposit advance form. The amount will be charged to the travel receivable account and should be reported as an expense and under "Less Amount Advanced" when the Travel Expense Report is filed. Thus, the hotel deposit is charged to the departmental budget and deducted from the receivable account at the time the Travel Expense Report is processed. Hotel deposits may not be obtained when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

3. Super Saver Airfare

The traveler may complete the Request for Super Saver Advance form if an airline ticket is purchased in advance of a trip in order to take advantage of reduced rates. A copy of the traveler's monthly credit card statement and a copy of the traveler's itinerary from the travel agency showing that the trip has not occurred, or the invoice for the tickets, should be attached to the Request for Super Saver Advance. The Super Saver Advance should be a deduction on the Travel Expense Report on the line "Less Amount Advanced." A Super Saver Advance may not be obtained when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

4. Cash

The American Express Corporate Card replaces the need for most University cash on hand while traveling. Cash travel advances are permitted up to \$200 per trip for faculty and staff but are discouraged unless absolutely necessary. Certain departments which have faculty or staff members who routinely take long-term trips (or trips for which more cash is necessary because of locality or nature of the trip) will constitute exceptions to this limitation. Appropriate guidelines should be established at the departmental level and approved by the appropriate Executive Director, Dean, Vice Chancellor, or Provost. Extenuating circumstances for other travelers will be reviewed and approved on an individual basis at the departmental level. Documentation explaining the circumstances for the exception and the documented departmental approval should accompany the

Request for Travel Advance. Cash travel advances may be obtained no more than two weeks prior to departure. Cash travel advances may not be obtained when the traveler is being reimbursed for travel expenses by a source external to Vanderbilt University.

VII. Reimbursement of Travel Expenses

A. Travel Expense Report

The University must follow a number of legal requirements imposed by the Internal Revenue Service and external sponsors of research in reimbursing travel expenses. Therefore, Travel Expense Reports that are not properly approved or that do not include appropriate documentation will be returned to the traveler's departmental administration for correction. Travelers are promptly reimbursed for expenses properly approved and documented. Time, effort and confusion are minimized when travelers complete their Travel Expense Reports fully and accurately and submit them within ten (10) days of returning from a trip.

If receipts for transportation (other than personal vehicle), hotel charges, meals, or other expenses greater than \$25 are lost, the traveler should obtain a replacement receipt to accompany the Travel Expense Report. Travelers are encouraged to charge meals, lodging, and other significant travel expenses to their University Corporate Card or personal credit card whenever possible. If the original receipt is misplaced, the duplicate charge copy which accompanies the Corporate Card statement may be sufficient for reimbursement. Extenuating circumstances should be explained in writing and will be reviewed on an individual basis by the Office of Accounting or the Office of Financial Management.

B. Approval of Travel Expenses

1. Routine Expenses

The Travel Expense Report should be signed by the traveler. In signing this form, the traveler certifies that the expenses for which reimbursement is requested have been incurred for the purposes indicated. When a traveler's signature is not available, the document should be signed by the head of the department, Executive Director, or Dean along with an explanation detailing why the traveler's signature is not available.

Faculty and staff should have their Travel Expense Reports approved and signed by someone in the same division (or the department supporting the expense) that is authorized to sign Travel Expense Reports and at a level more senior than the traveler.

2. Exceptions

Since each school is responsible for its own finances, it is important that administrative officers be aware of any unusual expenses incurred against their funds. When exceptions to general reimbursement policies are requested, the reason for the exception should be explained and the Travel Expense Report must be signed as an exception by the traveler's Executive Director, Dean, Vice Chancellor, Provost, or designee.

3. Reporting Requirements

Travel Expense Reports should be approved and should arrive in the Office of Accounting or the Office of Financial Management within ten (10) days after the

completion of a trip. The necessary approval-routing process should be taken into consideration so that required approvals can be obtained in a timely manner and the Travel Expense Report can be delivered to the appropriate office within ten days.

C. Accountability

All persons traveling on behalf of Vanderbilt and those who approve expense reimbursement are responsible for knowledge of Vanderbilt travel policies and procedures and compliance with sponsoring agency regulations governing travel expenditures. All travel expenses are subject to audit by Vanderbilt's Internal Audit Department and external auditors, as well as by agencies such as the Internal Revenue Service, the Department of Health and Human Service (for Government-sponsored programs), and the internal and external auditors of non-Government sponsors. The purpose of these audits is to ascertain that the expenses are proper and fully documented. A proper accounting should be made of travel reimbursements made by the University to faculty and staff members. The University may receive requests from sponsoring agencies or other groups who have reimbursed University faculty or staff members to verify that expenses submitted directly to them were not also reimbursed by the University. The University may also request from sponsoring agencies or other groups verification that expenses submitted to the University were not also reimbursed by external parties.

D. Documentation

Travelers should be aware of the importance of fully documenting their expenses, and supervisors and administrative officers should recognize their responsibility to critically review travel expense reports prior to approving the expenses for reimbursement. Specific documentation may be unique in special circumstances, such as long-term travel supported by a research grant. Examples include situations in which the traveler may have rent and utility bills instead of hotel bills or grocery bills instead of restaurant receipts. In such instances, original receipts are still required to document all expenses, and the reasonableness of the expenses should be approved at the level of the Executive Director, Dean, Vice Chancellor, Provost, or designee.

If original receipts for transportation (other than personal vehicle), hotel charges, meals and other expenses greater than \$25 are lost, the traveler should obtain a replacement receipt to accompany the Travel Expense Report. To facilitate review of travel expense documentation, travelers are encouraged to submit original receipts attached to the Travel Expense Report in date order.

E. Procurement Card Usage

Support staff may make travel arrangements using their procurement card for items such as registration fees, airfare reservations, hotel reservations, etc. as long as the proper documentation trail is maintained per the VU Procurement Card Office.

For Division of Public Affairs:

All travel must be pre-approved by your department's director and Vice Chancellor Fortune. Routing through Jennie McClendon prior to the trip, will ensure proper signatures are obtained in advance for insurance coverage, approval of trip, etc.

Meal receipts are to be kept, regardless of amount, if at all possible.

PETS

Pets are not allowed in the workplace at any time; with the exception of service dogs. Pets include cats, fish, dogs, birds, and any other animals. This policy is consistent with the no pet provision in the lease agreement for the Baker Building, Terrace Place, Washington DC offices and applies to all Public Affairs offices.

FAMILY MEMBERS IN THE WORKPLACE

Children, family members, associates or friends are welcome for occasional, brief visits in the workplace. However, children may not visit the workplace if their presence conflicts with department policy, federal or state law. Staff may bring children to appropriate University-sponsored programs and activities. Supervisors may approve non-routine visits that do not interfere with a staff member's ability to perform his/her work functions or the productivity of a work unit.

SOLICITATION

Vanderbilt permits on-campus solicitation only for the Vanderbilt Community Giving Campaign and the Vanderbilt Faculty/Staff Campaign. These programs are coordinated centrally by the University.

Other solicitation by staff members on Vanderbilt time or in work areas is prohibited. Work time is defined as any time that those soliciting or those being solicited are on duty. Unauthorized distribution of written or printed materials of any description during work time or in work areas is prohibited. Solicitation or distribution in the Medical Center is prohibited at any time in patient care areas or other areas frequented by patients.

Solicitation or distribution of unauthorized materials by anyone not employed by Vanderbilt is prohibited at all times and in all areas of the University. Individuals or organizations who wish to offer or advertise information, programs, products, or services to members of the Vanderbilt community should contact the Purchasing office about becoming an approved vendor, or the Employee Relations office about participating in the Vanderbilt PERQs program.

COMMUNITY CONTRIBUTIONS

Vanderbilt University is dedicated to participating in the life of the community in meaningful ways. The University contributes to valuable not-for-profit programs that benefit the community, such as making financial and in-kind contributions for special programs and events, providing seed funding for important community and neighborhood projects, and purchasing tables at fund-raising dinners and luncheons. Although the actual dollar amount is small, Vanderbilt seeks to use the limited funds available in the most strategic manner in order to create the greatest possible impact. The Office of Community, Neighborhood, and Government Relations administers Vanderbilt's contributions and sponsorships. All requests and solicitations should be sent to Margie Naylor for review.

VOTING

The University recognizes that staff members who are registered voters are entitled to participate in the political process by voting in any local, county, state or national election. To be eligible to vote, you must have registered before the state deadline.

If your work schedule begins 3 or more hours after the opening of the polls, or ends 3 hours or more before the closing of the polls, in the county where you are registered to vote, your department does not need to give you time off from work to vote.

If you do not have 3 hours before or after work when the polls are open, you may be absent from work for a reasonable period of time not to exceed 3 hours, to vote. That does not mean you automatically get 3 hours off. What is "reasonable" for someone who votes 5 minutes away from Vanderbilt may be different for someone who votes 45 minutes away.

Your supervisor may specify the period during which you may be absent for the purpose of voting and will work with you to help determine a reasonable arrangement.

For example, many staff members at Vanderbilt work 8:00 a.m. to 4:30 p.m. or 5:00 p.m., and live in Davidson County, where polls are usually open from 7:00 a.m. to 7:00 p.m. If that is true for you, your supervisor may tell you to vote on your way in to work, and that you will be expected at your worksite as soon as possible, no later than 10:00 a.m. Or, your supervisor may authorize you to leave at 4:00 p.m. In either case, you have 3 consecutive hours when the polls are open in which to vote.

The law requires that you must request time off for voting before noon of the day before the election. You should let your supervisor know well in advance if you need time off to vote. Your supervisor may certify that you are a registered voter by asking to see your voter registration card or by calling the Election Commission in the county where you vote.

Staff does not incur a reduction in pay for time away from work for the purpose of voting. However, it is against state law to accept pay for voting time if you do not actually vote, and it may result in performance improvement counseling, including termination of employment.

A full listing of VU Human Resource policies can be found at www.vanderbilt.edu/HRS/policies/hbook.htm

