**Reimbursable Guidelines** Issued: March 31, 2022

Edited: April 5, 2022

**Reimbursed at Cost (receipts required)**

* Flight Costs
  + Airfare booked 2 weeks in advance of travel date
  + Basic economy
  + One checked bag per person
  + Internal company meeting travel not reimbursable
* Hotel Costs
  + Use hotels with negotiated Vanderbilt rates.
  + Most hotels apply the Vanderbilt rate via phone, if not please reach out to World Travel Services at (877) 271-9258 or [vanderbilt.travel@worldtrav.com](mailto:vanderbilt.travel@worldtrav.com) to book hotels
    - Holiday Inn Vanderbilt Downtown (2613 West End Ave, Nashville, TN 37203)
    - Marriott at Vanderbilt University (2555 West End Ave, Nashville, TN 37203)
    - Aloft Nashville West End (1719 West End Ave, Nashville, TN 37203)
    - Springhill Suites West End (1800 West End Avenue, Nashville, TN 37203)
    - Residence Inn West End (1801 Hayes Street, Nashville, TN 37203)
  + All guests must stay in one hotel, barring availability issues
  + Hotel parking reimbursed at cost
  + Internal company meeting travel not reimbursable
* Rental Cars/Car Services
  + All efforts should be made to share all rental cars and car services (Uber, Lyft, Taxi)
  + Gas for rental cars reimbursed at cost
  + Mileage to/from home airport reimbursed at IRS rate (google maps printout required)
* Meals
  + Team Dinners
    - Group dinners including CPC, VU Leadership, etc. may be paid for and billed as a reimbursable expense, as long as, all attendees are listed as part of the backup.

**Reimbursed at Flat Rate**

* Individual Meals
  + Per diem of $59 per individual per day (flexible with recommendations of GSA.gov)
    - No receipts needed, flat rate of $59

**Other**

* In-house Lunch/Breakfast Meetings at Vanderbilt
  + These types of meetings will be coordinated and paid for by CPC and the project charged accordingly.