**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 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.