

COLLEGE OF ARTS AND SCIENCE TRAVEL POLICY and PROCEDURES

Faculty members, before committing funds or finalizing travel plans, are to review the College of Arts and Science (“CAS”) Travel Policy, presented below, and the Vanderbilt University Travel Policy, found at <https://finance.vanderbilt.edu/travel/files/vutravelpolicyJuly302013.pdf>. The CAS Travel Policy takes precedence where it is more restrictive than the university’s.

PURPOSE

The CAS Travel Policy establishes the *criteria* by which faculty may request CAS central funding support (commonly referred to as “Dean’s Funding), defines *allowable travel expenses* for central funding, and defines the *amount* of central funding that is available. Additionally, the CAS Travel Policy outlines travel that may be funded by other sources of funding, pre-travel authorization requests, cash advances, and travel expense filing and reporting.

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Criteria for CAS Central Funding of Faculty Travel

CAS central funding of faculty travel, up to the defined limits, is based upon the following criteria: faculty eligibility, type of travel, and eligibility of travel purpose.

Faculty eligibility

CAS central funding is available to *full-status tenured* faculty (including *department chairs*) and *tenure-track* faculty, and to *program directors*.

Type of travel

CAS central funding is available for domestic or international travel, as defined below:

Domestic travel is travel to the fifty United States and U.S. Territories as defined by the U.S. Department of State¹.

International travel is travel to any region, including Canada and Mexico, not included in domestic travel.

Domestic travel eligibility

CAS central funding is available if the *domestic* travel is for one of the following purposes:

- a) to present research results or otherwise actively participate as scholars in certain professional meetings (e.g., national meetings of the major societies in the discipline of the faculty member and regional meetings of an appropriate association);

¹ U.S. Territories of American Samoa and Swains Island (on the Tokelau chain), Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.

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- b) to serve as President or President-elect of a major society if the faculty's presence at the meeting is required and if the professional society does not customarily bear these administrative costs;
- c) to perform candidate interviews, by department chair or program director;² or
- d) to conduct business necessary for departments or programs, by department chair or program director.

CAS central funding is *not* normally available for support of the following domestic travel:

- a) *non-tenure* track faculty travel unless contractually obligated at the time of his/her hire;
- b) faculty travel that lasts more than one week;
- c) faculty travel to professional meetings for the purpose of performing administrative roles in societies;³
- d) faculty travel to present at symposia and small conferences mounted by other schools;
- e) faculty travel that can be supported by externally sponsored contracts or grants; or
- f) student travel to professional meetings.

International travel eligibility

CAS central funding is available if the purpose of the *international* travel is to present research results at a major scholarly conference. Trips that are eligible for partial support from externally sponsored contracts/grants may be eligible for central funding. Central funding will be limited to a dollar-for-dollar match of support provided by externally sponsored contracts/grants up to the limits of CAS central funding defined herein.

Allowable Travel Expenses for CAS Central Funding

CAS central funding may be used to offset the below-listed allowable travel expenses in descending order of funding priority:

- round-trip coach airfare up to the reasonable cost of airfare, or mileage, if appropriate;
- daily hotel room charge including applicable taxes;
- conference registration fee applicable to the travel funding request;
- reasonable cost of meals;
- taxi fares between the airport and meeting site; or
- economy or long-term parking at BNA airport.

² Department Chair or Program Director may, under extenuating circumstances and in advance of finalizing travel plans, submit request for CAS central funding for faculty member to attend professional meeting for the purpose of faculty recruitment. Department/program travel funds and/or restricted gift monies may be used to support this travel.

³ Support of such travel can sometimes be provided by Department Chairs/Programs Directors using department/program travel funds or miscellaneous restricted gift accounts.

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Limits of CAS Central Funding

CAS central funding limits are \$1,000 for each domestic trip and \$1,500 for each international trip based on the following trip frequency limits:

TRIP FREQUENCY LIMITS

Travel type	Tenured faculty	Tenure-track faculty	Department Chair or Program Director
Domestic trip	Up to 1 trip per fiscal year not to exceed total	Up to 3 trips per fiscal year not to exceed total	Up to 4 trips per fiscal year not to exceed total
International trip	Up to 1 trip per fiscal year not to exceed total	Up to 1 trip per fiscal year	Up to 1 trip per fiscal year
Total domestic and international trips	Not to exceed 1 trip per fiscal year	Not to exceed 3 trips per fiscal year	Not to exceed 4 trips per fiscal year

Reimbursement of allowable travel expenses will be based on actual expenditures. Reimbursement of expenditures that exceed the limit of CAS central funding may be obtained from the following funding sources, if available: department/program travel budgets, department/program gifts funds, and/or faculty research funds. Refer to the Vanderbilt Travel portal <https://finance.vanderbilt.edu/travel/secure/expense-reporting.php> for information regarding expense reporting in Concur and FAQs of expense reporting.

Approval of CAS Central Funding

The Department Chair or Program Director is to approve that the business purpose of the tenured or tenure-track faculty member's trip meets the above-defined domestic or international eligibility requirements. The CAS Business Office will maintain log of trip frequencies and central funding used during any given fiscal year. The CAS Chief Business Officer is to approve that the business purpose of the Department Chair or Program Director meets the above-defined domestic or international eligibility requirements. Approval of CAS Central Funding is to be received by the faculty member prior to the faculty member incurring expenses or committing funds. The Travel Pre-Authorization Request may be used to request approval of CAS Central Funding.

Department/Program Support of Travel

In addition to CAS central funds for faculty travel, departments or programs may have allocated budgets for faculty travel under account number 62610 in the department/program operating centers. Department Chairs and Program Directors may use these funds for any of the following purposes:

- to supplement CAS central funding of travel related expenses for interviewing candidates or faculty presenting papers at meetings;
- to provide support for faculty travel not supported by central funds;
- to supplement travel related expenses for faculty whose grants are insufficient for the needs of the traveler; or
- to subsidize department/program social gatherings at professional meetings.

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The following guidelines apply to department/program travel funds:

- Department Chairs and Program Directors may not overspend their allocations.
- No transfer of funds to account number 62610 is expected.
- No carryover of unspent funds will be approved at year-end.
- The funds are for faculty travel only.

Other Travel

Faculty on Leave

Faculty who are on leave and who wish to participate in professional meetings should discuss their needs with their Department Chairs/Program Directors. Reimbursement for travel to such meetings is frequently provided. The normal formula employed involves travel either from the site of the leave of absence or from Nashville to the meeting, whichever is less expensive.

Officers of Associations

CAS central funds are not normally used to provide travel support for faculty who attend professional meetings for the purpose of performing administrative roles in societies or for faculty members who present their work at symposia and small conferences mounted by other schools. Support for such travel can sometimes be provided by Department Chairs/Program Directors using department/program travel funds or miscellaneous restricted gift accounts.

Students

Unrestricted funds of the College are not used to fund student travel to professional meetings.

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Travel Pre-Authorization Request

University travelers are responsible for ensuring that they have the necessary approval to take a trip *prior to committing any university funds* (including research funds, chaired funds, and contract and grant funds) or incurring expenses. Additionally, within Arts and Science, travelers are responsible for coordinating with the department chair/program director (or designee) to ensure that funds are available to pay for the travel and that scheduled travel does not interfere with teaching and mentoring responsibilities.

Please complete and submit this form as follows:

Traveler: submit completed Travel Pre-Authorization Request via electronic (email) to the department chair / program director or his/her designee for approval

Approver: return response (positive or negative) via email to the traveler

Traveler: attach request with approver’s response to the traveler’s expense report filed using the university travel tool

Refer to the Vanderbilt University Travel Policy, effective July 30, 2013, prior to planning and commencing business travel: <https://www4.vanderbilt.edu/travel/files/vutravelpolicyJuly302013.pdf>

Description of travel information required	Please complete all fields
Traveler’s Name	Click here to enter text.
Trip to / Location	Click here to enter text.
Departure date	Click here to enter a date.
Return date	Click here to enter a date.
Department / program	Click here to enter text.
Center(s) to be charged:	
Center number	Click here to enter text.
Center number	Click here to enter text.
Center number	Click here to enter text.
Estimated cost	Click here to enter text.
Business purpose and justification	Click here to enter text.
If using funds outside your department for travel-related expenses have the appropriate approvals been obtained for the expenditure?	Click here to enter text.

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Cash Advances for Authorized Travel Expenses

In certain exceptional instances when absolutely necessary, cash advances for faculty are permitted. The following guidelines on requesting and supporting a cash advance request may help minimize delays and requests for additional information:

- *Document the reason cash is absolutely necessary.*
Cash inherently poses a high risk of loss. Loss could disrupt the travel and place the faculty at risk. Consider alternative means to accomplish the same purpose (wires, checks, credit/debit cards, etc.). While cash might be a preferred source for the traveler, cash may not be in the best interest of the traveler or the university. There may be regulatory limits on the amount of cash that may be brought into a country on one's person.
- *Itemize the "cash required" business needs and detail how the amounts were determined.*
Explain what the requested cash will be used to purchase and describe how the amount was determined. Unreasonable estimates will not be approved.
- *Include the faculty's home address.*
Approved cash advances will be mailed directly from Disbursements—checks may not be picked up in person.
- *Submit the cash advance and documentation to CAS business office at least 15 days prior to travel.*
The CAS business office will review each cash advance request for reasonableness and completeness and may request additional information if needed. The CAS business office will then submit the cash advance request and documentation to additional offices for approval and processing. If direct deposit is utilized, validating the banking transit process can take several days.

The cash advance is charged to the faculty member's personal travel receivable ("GAR") account; the cash advance is owed to the university. If the faculty member needs to establish a GAR account, the request should be submitted to CAS business office at least 20 days prior to travel.

Outstanding cash advances are not cleared from the receivable account until the faculty member submits the travel expense report with supporting documentation, the report is approved by the Dean's Office, and Disbursement's approves and releases payment. Costs covered by the cash advance should be reported as expenses on the travel expense report AND deducted from the amount owed the traveler on the line marked "Less Amount Advanced."

List the following account/center on the Travel Receivable section of the request form:

14010

1-97-060-0000 personal account number

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Travel Expense Filing and Reporting

University policy requires that travel expense reports be submitted using Concur within **ten** days of return from a trip.

Reimbursements are made for actual expenses, NOT on a *per diem* basis. Travelers are expected to maintain appropriate records of expenditure if reimbursement is to be provided. The university requires receipts and an explanation for any meals that cost over \$25. Refer to the Travel Policy and FAQs for additional information:

<https://finance.vanderbilt.edu/travel/files/vutrapolicyJuly302013.pdf>

<https://finance.vanderbilt.edu/travel/includes/VanderbiltFAQ10.25.13.pdf>

Everyone should understand that the university does not require receipts because travelers are not trusted or because someone does not believe that they really attended a meeting. These are university regulations that have been developed in light of federal tax regulations. In order to avoid personal income tax implications, reimbursements must be clearly related to the university's business purposes, documented, and supported by receipts. It is critical that travelers follow policies in order to avoid the risk that reimbursements will be considered taxable income to them.

Vanderbilt's Travel Policy requires a receipt for expenses \$25 or greater. (Remember that exact amounts must be reported, not estimates.)

Travel by personal automobile is an allowable expense when it is the most economical and reasonable mode of travel under the circumstances. Reimbursement for personal automobile travel will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination, plus reasonable costs of other appropriate local transportation at the destination. If roundtrip mileage to and from the destination exceeds 600 miles, documentation of the cost of round-trip coach airfare must be attached to the traveler's expense report. For travel less than 600 miles to and from the destination, no further cost justification documentation is needed. If the traveler uses his or her personal vehicle, reimbursement will be based on mileage. Additional information regarding the employee's use of personal automobile for university business travel may be found at:

<https://finance.vanderbilt.edu/travel/includes/BusinessMileageReimb.pdf>

The university's reimbursement rate for mileage is available at:

<https://finance.vanderbilt.edu/disbursements/mileage-rates.php>

EFFECTIVE DATE

Effective: November 2013

Last Revised: November 2013