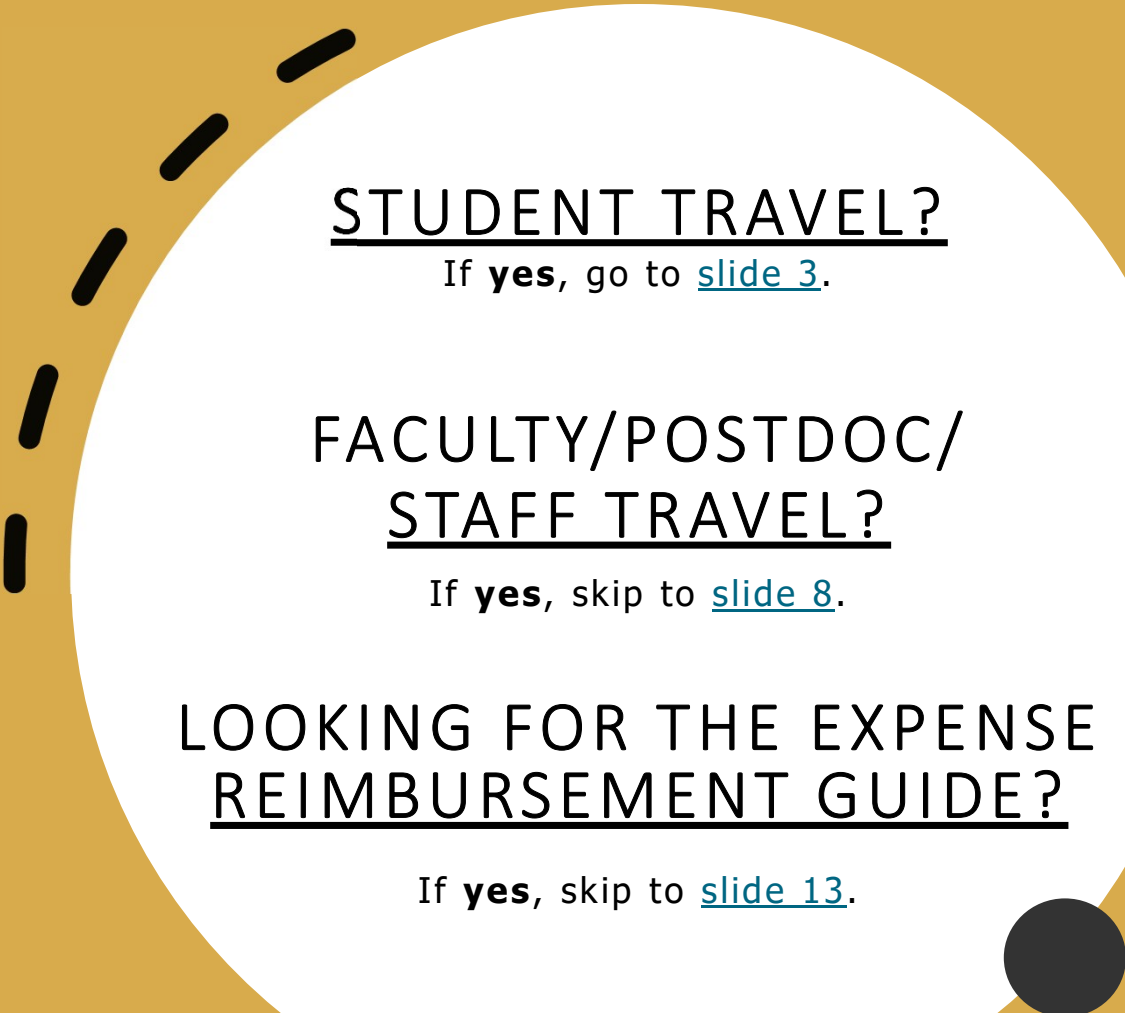




Travel & Expense Reimbursement Guide

Department of Mathematics
August 16, 2026

A decorative graphic on the left side of the slide. It consists of a series of black dashed lines of varying lengths that curve upwards and to the right, ending near the top of the white circle. At the bottom right of the white circle, there is a solid dark grey circle.

STUDENT TRAVEL?

If **yes**, go to [slide 3](#).

FACULTY/POSTDOC/ STAFF TRAVEL?

If **yes**, skip to [slide 8](#).

LOOKING FOR THE EXPENSE REIMBURSEMENT GUIDE?

If **yes**, skip to [slide 13](#).



AY 2026-2027

Student Travel



A decorative graphic on the left side of the slide. It consists of a series of black dashed lines forming an arc, and a solid dark grey circle at the bottom right of the arc.

Students...

ARE YOU TRAVELING DOMESTICALLY FOR BUSINESS?

If **yes**, go to [slide 5](#).
If **no**, skip to [slide 7](#).

Student Domestic Business Travel

Step 1: Read the [VU Travel & Expense Policy](#) & consult the [Student Domestic Travel Check-List](#)

Step 2: Submit DoM [Travel Documentation Form](#)

Step 3: Verify funding

- **My PI is paying** (you will need an email from PI approving the use of their funding source for your trip to attach to your expense report)
- **I've been awarded a [Travel Grant](#) from the Graduate School** (can apply for 1 per FY, 7/1-6/30; up to 4 times)
- **The conference or external institution is paying for me** (contact [Paige](#) to sort details prior to booking travel)
- **I don't have funding** (email your DGS to inquire about opportunities)

Step 4: Booking your travel

- **Conference Registration** (can be reimbursed prior to travel)
- **Airfare is REQUIRED to be booked via [World Travel/Concur](#)** (can be reimbursed prior to travel; **NOTE:** If you book outside of these platforms, you will run the risk of NOT being reimbursed)

- **Hotel/Accommodations** (please note in your expense report if you are sharing accommodations with another VU person)
- **Ground Transportation** (uber/lyft/taxi, shuttle, rental car)
- **Personal Mileage** (mileage incurred on a personal vehicle for the purpose of business travel is reimbursable up to the equivalent cost of a roundtrip flight; contact [Paige](#) prior to travel if you intend to use a personal vehicle for travel typically taken by airline)
- **If you need financial assistance booking your travel, see [slide 28](#) for contacts.**

Step 5: Travel

- **Healix Travel Insurance** All VU students on business travel are provided with coverage. Coverage is both automatic and free for domestic travel >100 miles outside Davidson county. Please refer to the [Global Safety](#) site for in-depth details, including how to receive 24/7 travel support.
- **[World Travel](#) agents are available 24/7**
- **Contact [VIRT](#) in case of emergency while on travel**
- **Have emergency contacts saved in your phone**
- **Learn lots, have fun, and be safe!**

Step 6: Expense Reimbursement

- **Skip to [slide 13](#) for instructions**

A decorative dashed line consisting of several short, thick black segments, arranged in a curved path on the left side of the slide.

Students...

ARE YOU TRAVELING INTERNATIONALLY FOR BUSINESS?

If **yes**, go to [slide 7](#).
If **no**, go back to [slide 5](#).

A solid dark gray circle located in the bottom right corner of the slide.

Student International Business Travel

Step 1: Read the [VU Travel & Expense Policy](#) AND the [Student International Travel Policy](#)

Step 2: Submit DoM [Travel Documentation Form](#)

Step 3: Verify funding

- **My PI is paying** (you will need an email from PI approving the use of their funding source for your trip for your expense report)
- **I've been awarded a [Travel Grant](#) from the Graduate School** (can apply for 1 per FY, 7/1-6/30; up to 4x)
- **The conference or external institution is paying for me** (contact [Paige](#) to sort details prior to booking travel)
- **I don't have funding** (email your DGS to inquire about opportunities)

Step 4: Complete [Global Safety International Travel Check-List](#)

- **NOTE:** Healix travel Insurance coverage is automatic and free and is required for all students traveling internationally. Please refer to the [Global Safety](#) site for in-depth details, including how to receive 24/7 travel support.

Step 5: Do you need a travel visa?

- **If yes, students should consult with [Global Safety](#).**

Step 6: Booking your travel

- **Conference Registration** (can be reimbursed prior to travel)
- **Airfare is **REQUIRED** to be booked via [World Travel/Concur](#)** (can be reimbursed prior to travel; **NOTE:** If you book outside of these platforms, you will run the risk of NOT being reimbursed)
 - **Highly recommend booking through World Travel agent when traveling internationally**
 - **[Fly America Act](#)** (if your travel is federally-funded)
- **Hotel/Accommodations** (please note in your expense report if you are sharing accommodations with another VU person)
- **Ground transportation** (uber/lyft/taxi, shuttle, rental car)
- **If you need financial assistance booking your travel, see [slide 28](#) for contacts.**

Step 7: [VU Student Travel Waiver](#)

- **Sign & email waiver to [Savannah](#) BEFORE you travel**

Step 8: Travel

- **Contact [VIRT](#) in case of emergency**
- **[World Travel](#) agents are available 24/7**
- **Have emergency contacts saved in your phone**
- **Learn lots, have fun, and be safe!**

Step 9: Expense Reimbursement

- **Skip to [slide 13](#) for instructions**



AY 2026-2027

Faculty/Postdoc/Staff Travel





Faculty/Postdocs/Staff...

ARE YOU TRAVELING DOMESTICALLY FOR BUSINESS?

If **yes**, go to [slide 10](#).
If **no**, skip to [slide 12](#).

Faculty/Postdoc/Staff

Domestic Business Travel

Step 1: Read the [VU Travel & Expense Policy](#)

Step 2: Submit DoM [Travel Documentation Form](#)

Step 3: Verify funding

- **My PI is paying** (you will need an email from PI approving the use of their funding source for your trip—obviously not applicable if you are the PI of the funding source)
- **The conference or external institution is paying for me** (contact [Paige](#) to sort details prior to booking travel)
- **I don't have funding** (email your PI/Chair for funding opportunities)

Step 4: Booking your travel

- **Conference Registration** (can be reimbursed prior to travel)
- **Airfare is REQUIRED to be booked via [World Travel/Concur](#)** (can be reimbursed prior to travel; **NOTE:** If you book outside of these platforms, you will run the risk of NOT being reimbursed)
- **Hotel/Accommodations** (please note in your expense report if you are sharing accommodations with another VU person)
- **Ground Transportation** (uber/lyft/taxi, shuttle, rental car)

- **Personal Mileage** (mileage incurred on a personal vehicle for the purpose of business travel is reimbursable up to the equivalent cost of a roundtrip flight; contact [Paige](#) prior to travel if you intend to use a personal vehicle for travel typically taken by airline)
- **NOTE: All faculty/postdocs/staff are required to book their own travel for reimbursement.**

Step 5: Travel

- **Healix Travel Insurance** All VU students on business travel are provided with coverage. Coverage is both automatic and free for domestic travel >100 miles outside Davidson county. Please refer to the [Global Safety](#) site for in-depth details, including how to receive 24/7 travel support.
- **Contact [VIRT](#) in case of emergency while on travel**
- **[World Travel](#) agents are available 24/7**
- **Have emergency contacts saved in your phone**
- **Learn lots, have fun, and be safe!**

Step 6: Expense Reimbursement

- **Skip to [slide 13](#) for instructions**



Faculty/Postdocs/Staff...

ARE YOU TRAVELING INTERNATIONALLY FOR BUSINESS?

If **yes**, go to [slide 12](#).
If **no**, go back to [slide 10](#).

Faculty/Postdoc/Staff International Business Travel

Step 1: Read the [VU Travel & Expense Policy](#)

Step 2: Submit DoM [Travel Documentation Form](#)

Step 3: Verify funding

- **My PI is paying** (you will need an email from PI approving the use of their funding source for your trip—obviously not applicable if you are the PI of the funding source)
- **The conference or external institution is paying for me** (contact [Ashley](#) to sort details prior to booking travel)
- **I don't have funding** (email your PI/Chair for funding opportunities)

Step 4: Complete [Global Safety International Travel Check-List](#)

- **NOTE:** Healix travel Insurance coverage is automatic and free and is required for all students traveling internationally. Please refer to the [Global Safety](#) site for in-depth details, including how to receive 24/7 travel support.

Step 5: Do you need a travel visa?

Step 6: Booking your travel

- **Conference Registration** (can be reimbursed prior to travel)

- Airfare is **REQUIRED** to be booked via [World Travel/Concur](#) (can be reimbursed prior to travel; **NOTE:** If you book outside of these platforms, you will run the risk of NOT being reimbursed)
 - **Highly recommend booking through World Travel agent when traveling internationally on multi-leg trip**
 - [Fly America Act](#) (if your travel is federally-funded)
- **Hotel/Accommodations** (please note in your expense report if you are sharing accommodations with another VU person)
- **Ground transportation** (uber/lyft/taxi, shuttle, rental car)
- **If you need financial assistance booking your travel, see [slide 22](#) for contacts.**

Step 7: Are you subject to VU [Temporary Export Controls](#)?

Step 8: Travel

- **Contact [VIRT](#) in case of emergency**
- **[World Travel](#) agents are available 24/7**
- **Have emergency contacts saved in your phone**
- **Learn lots, have fun, and be safe!**

Step 9: Expense Reimbursement

- **Skip to [slide 13](#) for instructions**

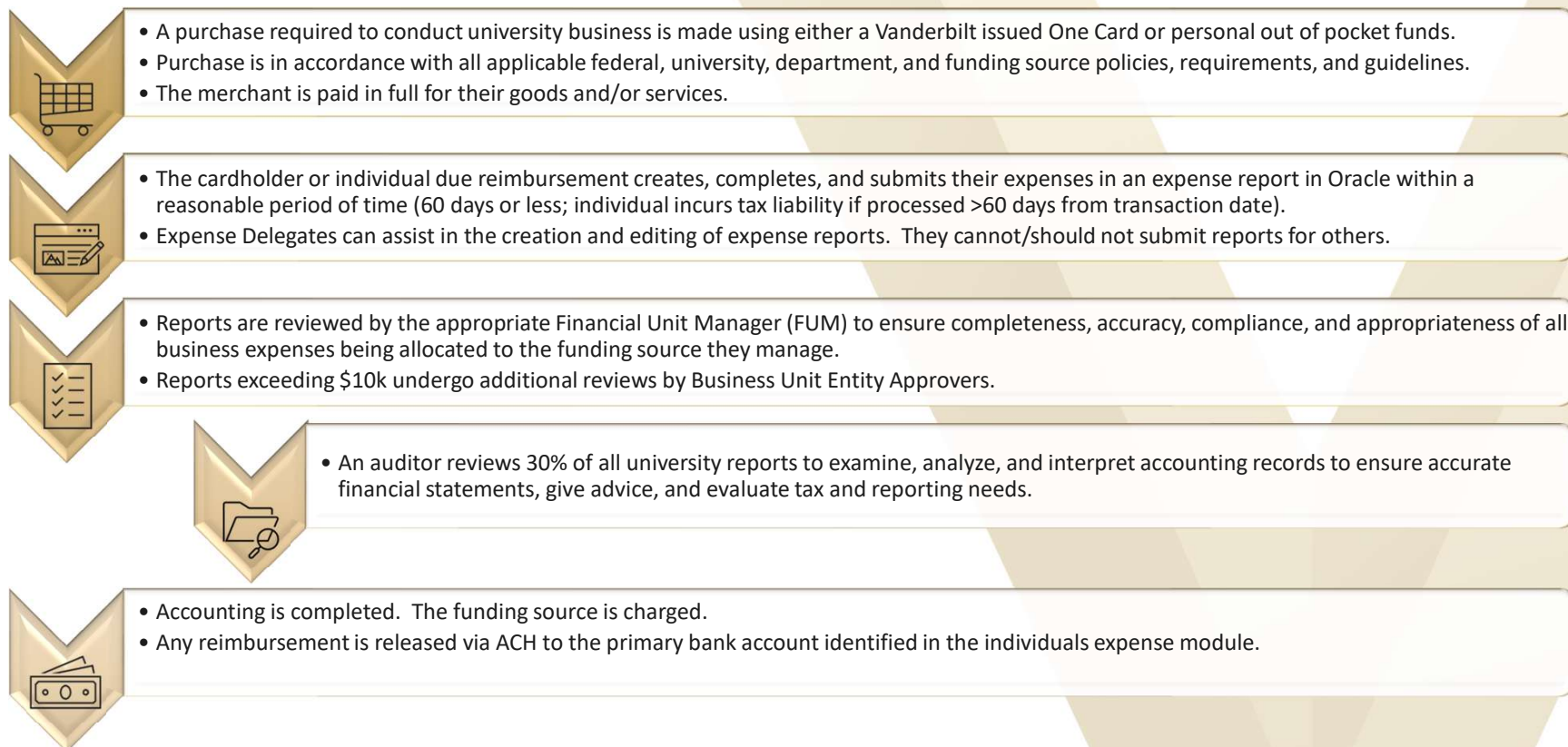


AY 2026-2027

Business Expense Reimbursements



Expense Reporting Process



What is my role?

Who creates and edits the report?

Expense reports can be created or edited by the employee or student due the reimbursement or the cardholder or their assigned expense delegate(s). Every One Card holder must have at least one expense delegate assigned in Oracle.

Who submits the report?

Expense reports can be submitted by the employee or student due the reimbursement.
Expense delegate(s) should not submit expense reports.

Who approves the report?

- Expense reports first go to the Financial Unit Manager assigned to the COA(s) you used.
- Multiple financial units = multiple FUMs.
- Depending on the COA and/or the amounts additional approvals may be needed.

Who audits the report?

- Expense & Payment Cards team
- External Auditors

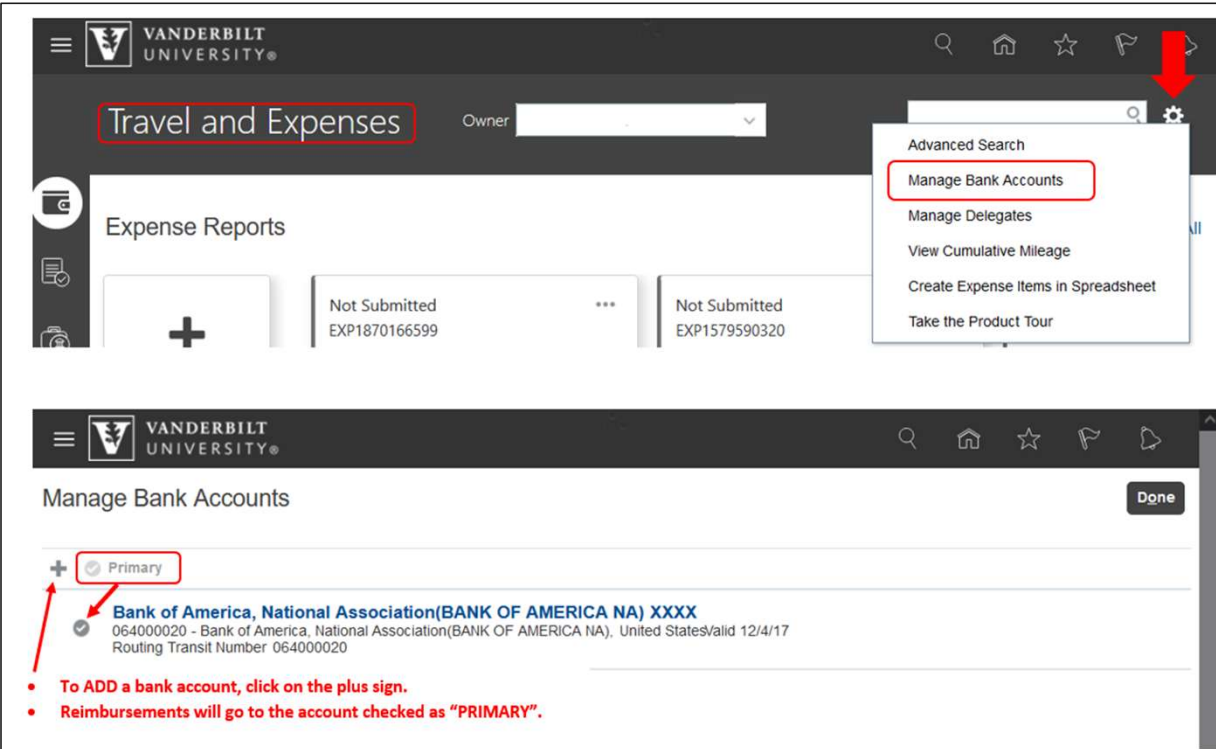


How to verify and update banking information expense reimbursements.

This is a separate module with payment information. Changes made to payment information to your HR profile will **not** be reflected here.

Reimbursements will go to the account identified as the **PRIMARY** account. This account must be an active account.

To mark an account as PRIMARY. You click on the account and then click on the word PRIMARY.



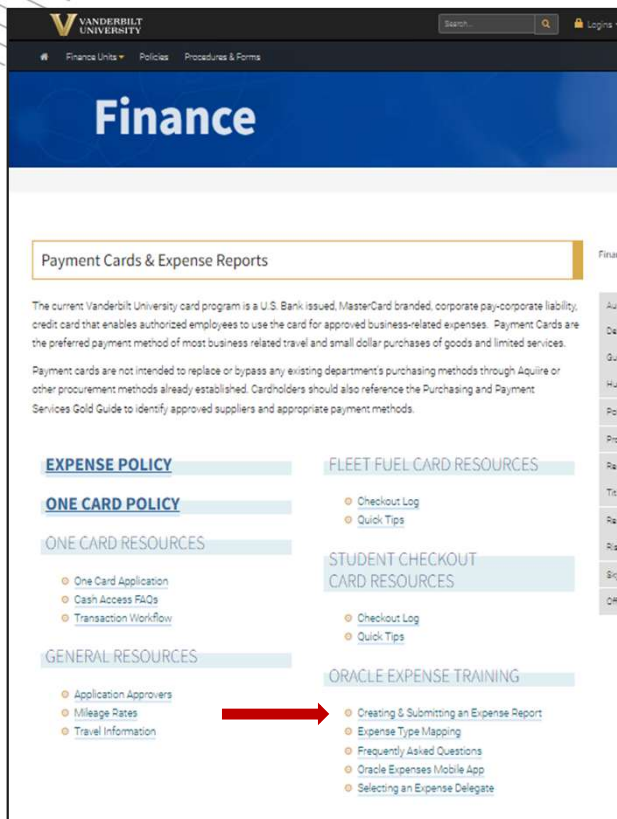
The screenshot displays the 'Travel and Expenses' module interface. At the top, a red box highlights the 'Travel and Expenses' header. Below it, the 'Expense Reports' section shows two 'Not Submitted' reports with IDs EXP1870166599 and EXP1579590320. A red arrow points to the settings gear icon in the top right corner, which has opened a dropdown menu. In this menu, 'Manage Bank Accounts' is highlighted with a red box. Below the menu, the 'Manage Bank Accounts' section is visible, featuring a 'Done' button in the top right. A red arrow points to a plus sign icon next to a 'Primary' checkbox. Another red arrow points to the 'Bank of America, National Association(BANK OF AMERICA NA) XXXX' account entry, which is marked as the primary account. Below the account list, two red arrows point to the 'Primary' checkbox and the account name respectively.

- To ADD a bank account, click on the plus sign.
- Reimbursements will go to the account checked as "PRIMARY".

Creating a report and submitting expenses

Out of pocket expenses need to be manually created. Create a report first. Then from within the report create any out-of-pocket expenses needing reimbursement.

Vanderbilt Finance – Purchasing & Payment Services – Payment Cards/Expense



Finance

Payment Cards & Expense Reports

The current Vanderbilt University card program is a U.S. Bank issued, MasterCard branded, corporate pay-corporate liability credit card that enables authorized employees to use the card for approved business-related expenses. Payment Cards are the preferred payment method of most business related travel and small dollar purchases of goods and limited services.

Payment cards are not intended to replace or bypass any existing department's purchasing methods through Aquiline or other procurement methods already established. Cardholders should also reference the Purchasing and Payment Services Gold Guide to identify approved suppliers and appropriate payment methods.

EXPENSE POLICY

ONE CARD POLICY

ONE CARD RESOURCES

- One Card Application
- Cash Access FAQs
- Transaction Workflow

GENERAL RESOURCES

- Application Approvers
- Mileage Rates
- Travel Information

FLEET FUEL CARD RESOURCES

- Checkout Log
- Quick Tips

STUDENT CHECKOUT CARD RESOURCES

- Checkout Log
- Quick Tips

ORACLE EXPENSE TRAINING

- Creating & Submitting an Expense Report
- Expense Type Mapping
- Frequently Asked Questions
- Oracle Expenses Mobile App
- Selecting an Expense Delegate



SKYVU Quick Reference Guide: Creating and Submitting an Expense Report

With the implementation of **Oracle Cloud**, **Expense Reports** will be prepared and submitted through Oracle rather than Concur Expense with reimbursements flowing through the same bank account as your payroll direct deposit. The information on the page below provides guidance on creating and submitting an **Expense Report** within **Oracle Cloud Expense**.

ORACLE

Upon logging into **Oracle**, click the **Navigator** icon and select the **Expenses** module from the list.

Navigator

Travel and Expenses

Expense Reports

Create Expense Report

Note: Upon logging in for the first time you may see the **Product Tour** screen. Click **Go to Travel and Expenses** to continue to the module. You can also create an expense report directly from this screen.

On the main **Expenses** page, you can view your individual **Expense Items** or **Expense Reports** by clicking on the respective tile. **One Card charges** and other individual expense items that have not been placed into a report will be displayed in the section below.

Complete the Report Header by entering the **Purpose** of the expense report.

Expense Report: EXP0017961753

Report Total: 1,598.78 USD

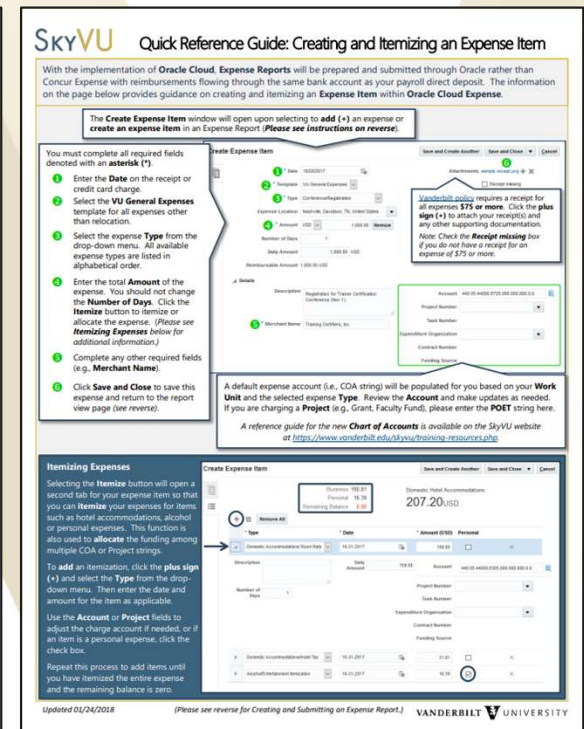
Click the **plus sign (+)** to create a new expense item and add it to the report. **Please see reverse for instructions.**

If applicable, click **Add Existing** to import **One Card** charges or other expenses from your list of **Expense Items**. (This button will be grayed out as shown if you do not have any existing expense items.)

To submit your report:

- Click the **check box** to acknowledge you have read and accept the **Travel and Business Expense Policy**.
- Click **Submit**. Your report will then route to the applicable **Financial Unit Manager(s)** for approval. You can alternatively **Save** and **Close** the report to complete and submit later.

Updated 01/24/2018 (Please see reverse for Creating and Submitting an Expense Item.) VANDERBILT UNIVERSITY



SKYVU Quick Reference Guide: Creating and Submitting an Expense Item

With the implementation of **Oracle Cloud**, **Expense Reports** will be prepared and submitted through Oracle rather than Concur Expense with reimbursements flowing through the same bank account as your payroll direct deposit. The information on the page below provides guidance on creating and submitting an **Expense Item** within **Oracle Cloud Expense**.

The **Create Expense Item** window will open upon selecting to **add (+)** an expense or **create an expense item** in an Expense Report. **Please see instructions on reverse.**

You must complete all required fields denoted with an **asterisk (*)**.

- Enter the **Date** on the receipt or credit card charge.
- Select the **VU General Expenses** template for all expenses other than relocation.
- Select the **Expense Type** from the drop-down menu. All available expense types are listed in alphabetical order.
- Enter the total **Amount** of the expense. You should not change the **Number of Days**. Click the **Itemize** button to itemize or allocate the expense. (Please see **Itemizing Expenses** below for additional information.)
- Complete any other required fields (e.g., **Merchant Name**).
- Click **Save and Close** to save this expense and return to the report view page (see reverse).

Create Expense Item

Expense Item: EXP0017961753

Amount: 1,598.78 USD

Itemize

Itemizing Expenses

Selecting the **Itemize** button will open a second tab for your expense item to that you can **Itemize** your expenses for items such as hotel accommodations, alcohol or personal expenses. This function is also used to **allocate** the funding among multiple COA or Project strings.

To add an itemization, click the **plus sign (+)** and select the **Type** from the drop-down menu. Then enter the date and amount for the item as applicable.

Use the **Account** or **Project** fields to adjust the charge account if needed, or if an item is a personal expense, click the **check box**.

Repeat this process to add items until you have itemized the entire expense and the remaining balance is zero.

Updated 01/24/2018 (Please see reverse for Creating and Submitting an Expense Report.) VANDERBILT UNIVERSITY

Creating a report and submitting expenses

Corporate One Card transactions will auto populate in a cardholder's expense module, and most fields will autofill accurately. Out of pocket expenses need to be manually created.

Timing

You must be an active employee/student to access the expense module. Make sure you have full access to the Oracle expense module before incurring any expense on behalf of the university.

Out-of-pocket expenses submitted for reimbursement more than 60 days after being incurred are outside of the IRS accountable plan and are additional compensation. They are reported to payroll to be included on their W-2.

One Card transactions must be submitted and final approved within 30 days of purchase to prevent account suspension.

Fiscal year end deadline is mid-June and ALL fiscal year expenses need to be submitted and correctly accounted for PRIOR to this deadline for accurate university financial reporting.



WHY is this a VU expense? The business purpose is to answer **WHY**.

Example: Presenting at Foreign Language Conference Rome, Italy May 6-24



WHAT are you expensing? The Expense Type identifies **WHAT** was paid.

Example: Catering (itemized to break down costs of food, alcohol, services, and rentals)



WHERE did this take place? Was this Foreign or Domestic? The Location field identifies the country where business was conducted or where a company is based.



WHEN did this transaction take place? The expense date field should always match the date on the receipt showing when the payment was made to the supplier.



Attachments:

Cash purchases (*from an advance*) require itemized receipts for ALL amounts
All other expenses require receipts if the expense line totals \$75 or more

Creating a report and submitting expenses

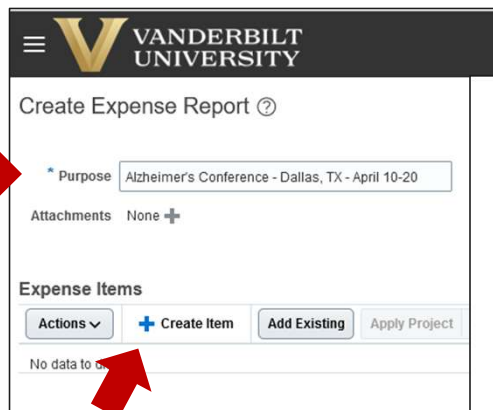
Out of pocket expenses need to be manually created. **Create a report first.**
Then **from within the report** create any out-of-pocket expenses needing reimbursement.

Vanderbilt Finance – Purchasing & Payment Services – Payment Cards/Expense

Out of pocket Reimbursement Request

Once in Oracle:

- ☐ Go to ME tab
- ☐ Click on EXPENSES
- ☐ Click on CREATE REPORT
 - ✓ Enter Purpose – make it detailed (place, dates, reason)
- ☐ Click on CREATE ITEM
 - ✓ Enter the purchase date
 - ✓ Select the Expense Type (WHAT is this)
 - ✓ Select the country location
 - ✓ Enter the amount DUE TO YOU
 - ✓ Describe the expense
 - ✓ Enter the Merchant name (WHO did YOU PAY)
 - ✓ Does this need itemization?
 - ✓ Does this need a receipt or other supporting documentation attached?



VANDERBILT UNIVERSITY

Create Expense Report ?

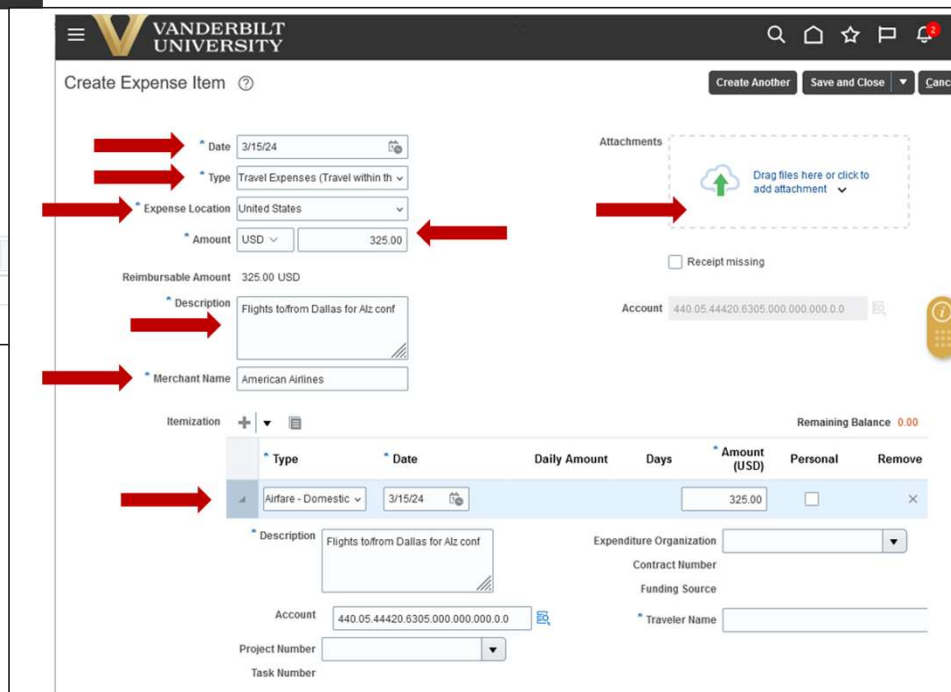
* Purpose Alzheimer's Conference - Dallas, TX - April 10-20

Attachments None

Expense Items

Actions Create Item Add Existing Apply Project

No data to display



VANDERBILT UNIVERSITY

Create Expense Item ?

Create Another Save and Close Cancel

* Date 3/15/24

* Type Travel Expenses (Travel within th)

* Expense Location United States

* Amount USD 325.00

Reimbursable Amount 325.00 USD

* Description Flights to/from Dallas for Alz conf

* Merchant Name American Airlines

Itemization

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Airfare - Domestic	3/15/24			325.00	☐	X

* Description Flights to/from Dallas for Alz conf

Expenditure Organization

Contract Number

Funding Source

Account 440.05.44420.6305.000.000.0.0

* Traveler Name

Project Number

Task Number

Remaining Balance 0.00

Creating a report and submitting expenses

Funding and allocations

NAC:

- 05** - General Unrestricted, usually a COA (no project)
- 10** - FF_Faculty and Student Org Funds
- 15** - SFP, SNF, GC_Contract or Grant
- 26** - GE_Endowment
- 40** - GE, GEG, GET_Temporarily restricted

ENTITY: 182 SOM
Financial Unit: *It's the financial unit the project is based in not the requesters home department.*
18340-WCNDD

18350-MPB

18360-Pharmacology

18380-VBI

GL Account: *This is autogenerated by the Expense Type selected. This should never be manually changed.*
For sponsored funding:

125.**15**.12540.xxxx.000.000.000.RES.0

For faculty funding:

125.**10**.12540.xxxx.000.000.000.RES.0

x's will autopopulate per expense category

All expense accounts begin with 6

Account	182 05 18340 6305 000.000.000.0.0
Project Number	FF_300459
* Task Number	60
Expenditure Organization	18340 - Warren Center for Neuros
Contract Number	
Funding Source	

Project, Task, and Organization fields should be entered when the funding source is a project (via POET string).

Account Number	Account Type	Account Name	Account Description
0000	Invalid	Default Account	System generated only default account.
1740	Asset	Fabrications in Progress	Equipment being built by Vanderbilt (\$5,000 or more per unit once complete) not yet placed into service.
2010	Liability	Accounts Payable	Amounts Vanderbilt owes vendors or suppliers from purchases of goods or services on credit.
4102	Revenue	Federal Government Awards	Revenue for contracts and grants received by the university from the federal government.

Please contact [Paige](#) if you have questions about your funding source.

Itemization Quick Guide

- Most expenses require their own expense line with a description, merchant name, date, and documentation.
- Expense lines valued at LESS than \$75 do not require receipts.
- **Most expenses should not be itemized.**
- Expenses paid with out-of-pocket funds should never have “personal” itemizations. That function is for One Card transactions only. Personal expenses paid with personal funds are personal/private.
- All alcohol must be submitted as an “Entertainment Expense” (itemized as such only when part of a larger non-entertainment expense line). **NOTE: students are not allowed to reimburse alcohol purchased while traveling!**
- Conference registrations are a “Training/Professional Development Expense” (6725) and not travel expenses.

Create Expense Item ?

* Date: 2/22/24

* Type: [Dropdown]

* Amount: [Input]

Reimbursable Amount: [Input]

Student Health Insurance Expense

Subject Participation Expense (tax tracking required)

Supplies Expense - Lab

Supplies Expense - Office

Supplies Expense - Other

Telecommunication Expense

Training/Professional Development Expense

Travel Expense (outside the US) - Airfare

Travel Expense (outside the US) - Ground Transport

Travel Expense (outside the US) - Hotel

Travel Expense (outside the US) - Meals

Travel Expense (outside the US) - Other

Travel Expense (within the US) - Airfare

Travel Expense (within the US) - Ground Transport

Travel Expense (within the US) - Hotel

Travel Expense (within the US) - Meals

Travel Expenses (within the US) - Other

As of July 1, 2024:

We are returning to the original Expense Type design. We are changing the major categories of expense back into Expense Types. Instead of just the two travel specific Expense Types, there will now be 10 – five specific to Domestic travel (within the US) and five specific to Foreign travel (outside the US). Under this structure, there should no longer be a single line itemization under travel.

Receipts Quick Guide

University Policy

Original ITEMIZED receipt documentation for all expenses **equal to or greater than \$75** is required and individuals are to exhaust all measures to obtain required receipts. Individuals are required to provide a justification if a receipt copy is not available. Additional supporting documents may be requested if the original receipt is not available.

Receipt Documentation is defined as a printed acknowledgment issued by the supplier or service provider to substantiate the business transaction.

Receipts must include:

- ✓ Merchant information
 - Business Name
 - Business Address
 - Phone number, Fax, Email, Website, etc.
- ✓ Payment Date
- ✓ Total amount paid
- ✓ Form/proof of payment
- ✓ Detailed itemizations of goods/services

Tips...

- ❖ Airfare must show it was booked through World Travel Service
- ❖ All pages of a receipt must be attached
- ❖ Is there an applicable invoice, bill, agenda, invitation, program, itinerary document you can provide as well?
- ❖ Was this paid with a personal check or cash? Additional information may be needed – check the policy.
- ❖ Business meal – be sure to include a list of attendees and a clear and concise business reason to support the need for the meeting/meal.
- ❖ Alcohol and entertainment to sponsored projects is prohibited.

Review and submit expenses

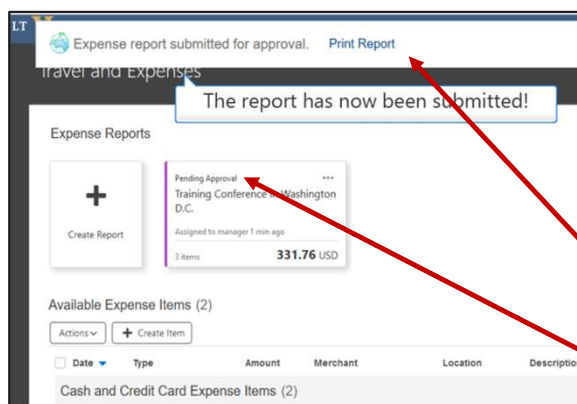
Review your report for accuracy.

Click the link under the report total to read Vanderbilt University Finance Policies.

Click the box next to the link to acknowledge you have read, understand, and accept all applicable Vanderbilt University Finance Policies.

Click to Save the report.

Click to Submit the report.



Expense report submitted for approval. [Print Report](#)

The report has now been submitted!

Expense Reports

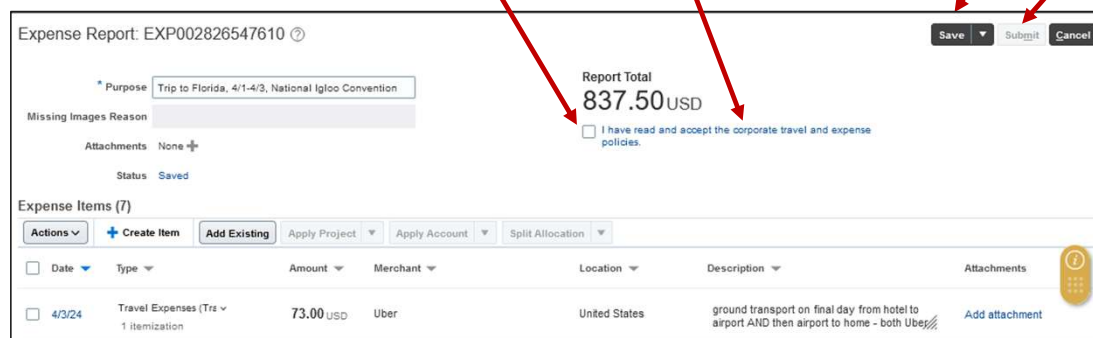
[+ Create Report](#)

Pending Approval: Training Conference in Washington D.C.
Assigned to manager 1 min ago
3 items **331.76 USD**

Available Expense Items (2)

[+ Create Item](#)

Date	Type	Amount	Merchant	Location	Description
Cash and Credit Card Expense Items (2)					



Expense Report: EXP002826547610

[Save](#) [Submit](#) [Cancel](#)

* Purpose: Trip to Florida, 4/1-4/3, National Igloo Convention

Missing Images Reason

Attachments: None

Status: Saved

Report Total
837.50 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items (7)

[Actions](#) [+ Create Item](#) [Add Existing](#) [Apply Project](#) [Apply Account](#) [Split Allocation](#)

Date	Type	Amount	Merchant	Location	Description	Attachments
4/3/24	Travel Expenses (Tr	73.00 USD	Uber	United States	ground transport on final day from hotel to airport AND then airport to home - both Ubers	Add attachment

Oracle will reflect that the report has been submitted.

You can view the report status, at any time, either here or (for old reports) using the Advanced Search function.

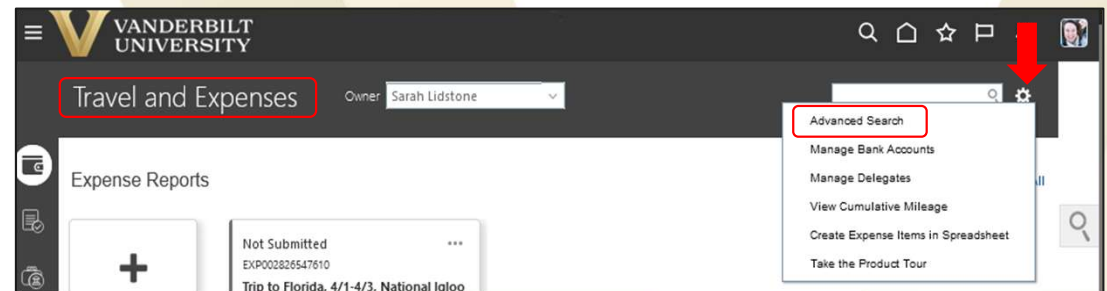
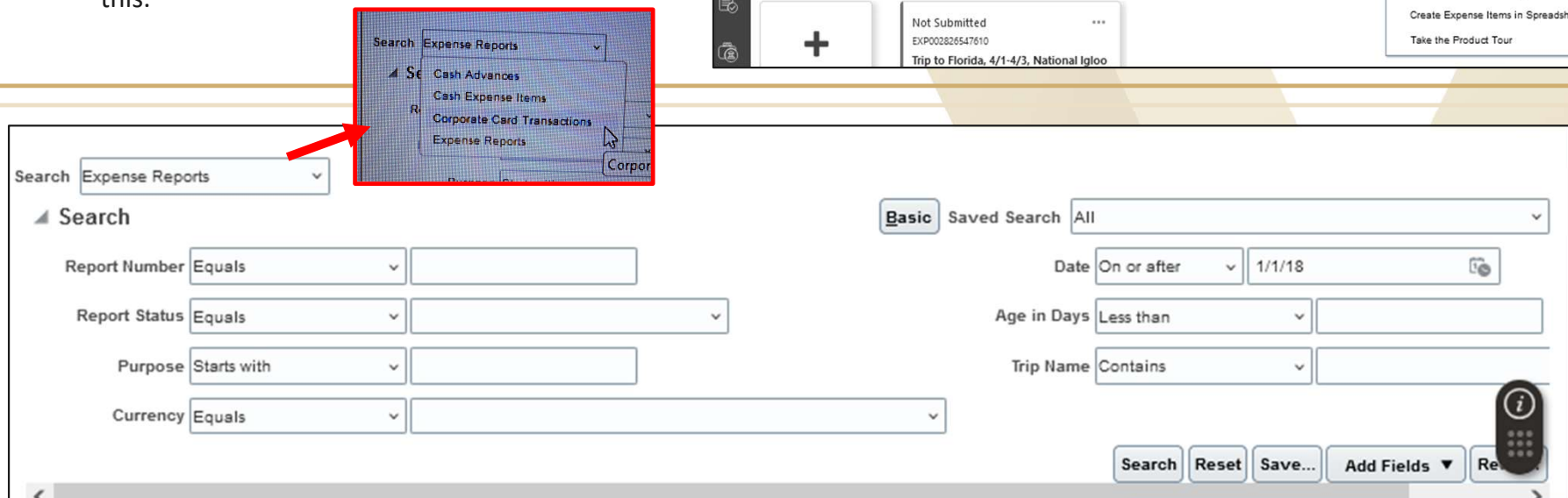
What forces us to reject a report?

- Incorrect COA/Account string used with a project number
- Missing or incomplete business purpose
- Incomplete receipts & documentation – proof of payment
- Alcohol not under correct expense type/account
- Airfare not booked within policy
- First Class travel without approvals
- Per diems when not allowable
- Business vs personal expenses
- Duplicate expenses
- Missing receipts
- Wrong locations



How do I find it?

Looking for something – used ADVANCED SEARCH function from within the expense module. You can find almost anything with this.

Search Expense Reports

Search

Report Number Equals

Report Status Equals

Purpose Starts with

Currency Equals

Basic Saved Search All

Date On or after 1/1/18

Age in Days Less than

Trip Name Contains

Search Reset Save... Add Fields

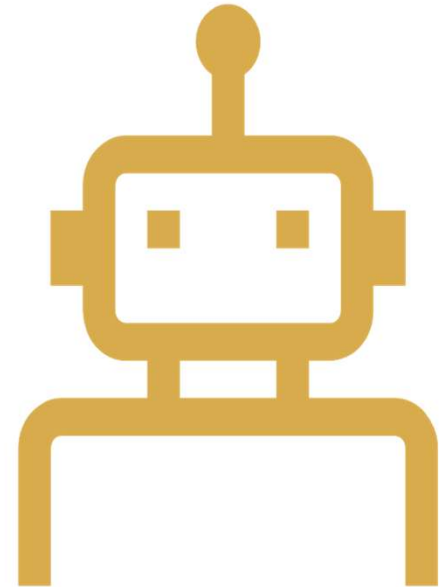
ALL Vanderbilt sponsored airfare must be purchased through World Travel/Concur

- *World Travel Agent Assistance:*
 - During business hours (7:00am-6:00pm EDT) dial **(877) 271-9258** or email vanderbilt.travel@worldtrav.com
 - After business hours or for emergencies dial **(865) 777-1600, Code W-7CD.**
- *Concur Travel Technical Support:*
 - Email online@worldtrav.com
- *Airfare Exceptions*
 - Booked a flight outside of World Travel/Concur
 - Contact [Paige](#) PRIOR to submitting expense report
 - Requires Business/First-class airfare
 - Contact [Paige](#) PRIOR to purchasing such fares



HELPFUL CONTACTS

- Student assistance booking, paying for, and expensing travel:
 - **Undergraduates** = [Dylan Rominger](#), *Program Specialist*
 - **Graduates** = [Savannah Magsby](#), *Program Coordinator*
- Combining business with personal travel and questions about rejected expense reports or “complicated” travel:
 - [Paige Ellenberger](#), *Administrative Manager/FUM*





QUESTIONS?

CONTACT PAIGE