RESPONSIBILITIES OF THE TRAVELER

This is a summary excerpt of Vanderbilt University’s travel policies. The detailed, official Vanderbilt Travel Policies and Procedures document is available at the following link:  https://www4.vanderbilt.edu/travel/

1. 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. To ensure sound business practices and proper reporting, travel expenses must comply with federal regulations and sponsored agreements, particularly federal cost regulations under OMB Circular A-21, tax regulations under the Internal Revenue Code and National Collegiate Athletic Association (NCAA) regulations. The traveler must submit appropriate expenses in a timely and accurate manner, accompanied by sufficient documentary evidence to demonstrate that the expense was incurred, reasonable, and business-related. 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 expense are proper and fully documented.

2. Travel is a privilege and must be approved in advance. Authorization to travel must be approved prior to any trip.

3. When submitting expenses to be reimbursed from a restricted fund, travelers should refer to applicable grant or contract regulations to determine whether prior agency approval is required and if other restrictions apply. International travel supported by sponsored program contracts and grants may require prior written agency and/or internal approval. Individuals whose travel is supported by federal funds should follow the guidance provided in the Fly America Act, http://www.vanderbilt.edu/ocga/vupolicies/FLYAMERICAACT.pdf, in regards to using American flag carrier airlines.

4. IRS rules require business travel to be documented in a timely manner. Travel expenses submitted longer than 60 days after trip completion will result in Vanderbilt reporting the reimbursements as taxable wages.