November 9, 2009

MEMORANDUM

TO:        Peabody Staff Members
FROM:      Camilla P. Benbow Patricia and Rodes Hart Dean of Education and Human Development
RE:        Staff Travel Policy Guidelines for Budget Year Ending June 30, 2010

Occasionally Peabody staff members are expected to travel in order to perform their duties or for professional development. These guidelines apply to travel funded from the Peabody College operating budget or internally designated centers (e.g., PI funds), but not grant-funded travel. Grant funds may not be combined with other funds.

In order to defray the cost of economical travel, Peabody will provide:

- Up to $75 per day, including travel days, for meals, ground transportation, mileage to and from the Nashville airport, long-term or economy airport parking, tips, internet access, etc. Please note that $75 is a maximum rather than an automatic allotment. It is not a “per diem.”

- Reasonable airfare (economy, advance-purchase) plus fees (if any) for checking luggage

- Personal automobile mileage @ 55.0 cents per mile (or current rate specified by the University). The reimbursement for personal automobile mileage may not exceed the cost of air fare to the same destination.

- Conference advance registration fee (if applicable), but not membership dues, unless required to perform duties

- Hotel room (convention rate for single room, if a conference is attended)

Before your trip is taken, departmental approval is obtained and the Travel Authorization Form is forwarded to the Dean’s Office for consideration. If your trip is to attend a professional conference or a training session, please attach a copy of the program or announcement for the event you will attend.

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Timeliness of Expense Reports

Vanderbilt University policy states that travel expense reports are to be filed within ten working days of one’s return. If you are unable to file a particular travel expense report within the allotted time, please attach to your report an explanation of the reason for the delay.

Filing one’s travel expense report within ten days helps protect against loss of supporting receipts (which must be included with the travel expense report) and minimizes the period between travel and reimbursement.

Coverage of Regular Duties

Please be sure to arrange coverage of your regular duties while away. Use of the “VU Mail Vacation/Auto Responder” (https://vunetid.vanderbilt.edu/vacation/) is strongly recommended.