Frequently Asked Questions on Submitting Expense Reports

The following covers some of the frequently asked questions and errors that are encountered when submitting expense reports.

What date do I use on the expense item?

Enter the date when the transaction was incurred, and not the date of the travel or the date that you are submitting the expense report.

When can I use the Miscellaneous category as the expense type?

Choose the category type from the list of options that best fits your expense purpose. When there is nothing that describes your expense type, use the Miscellaneous category.

For One Card transactions, the default setting for all charges is Miscellaneous. When completing the report, the system requires a manual change to the correct expense type.

What is the Expense Location?

The location is where the charge was incurred.

- *Please note that for airfares, it is the trip destination.*

When booking flights in Concur, do I enter the Merchant Name as Concur or World Travel Service?

For airfares, the merchant is the airline that is being used and not Concur or World Travel.

I.e., American Airlines, Southwest Airlines, Delta, etc.

How does a student book for travels?

The best practice is to work with the BRET office (for graduate students) or with a guest travel coordinator (for non-employee students) for booking travels. Student's PI should not book travels for the student.

- *Please note that if a student is booking his/her own travels, then it needs to be done through Concur or through World Travel Service.*

Why is the Account field pre-filled in the system?

The system will automatically default to the Home Financial Unit of the Requester, and this will need to be a manual change to correct the chart of account string.

When using a project number to charge the expenses, the following fields will need to be filled out completely:

- *Project Number*
- *Task Number*
- *Expenditure Organization fields*

Contract number and funding source fields will auto-fill once the report is saved.

Please make sure that the chart of accounts that is associated with the project number is entered correctly.

When do I use Itemization?

Itemization is used for the following instances:

- On *Travel Expenses* (*Travel outside the US* and *Travel within the US*) categories
- Meals with alcohol, alcohol portion and non-alcohol portion
- If using more than one funding account. Split Allocation option also can be used.
- If there is a partial amount that is personal usage, these are itemized into personal and business charges.

How is a missing receipt handled?

Make sure to "check" the Receipt Missing box *(on the right under the file attachment hyperlink)* and provide a justification for the missing receipt *(on the left in the description box)*.

Original receipt documentation for all expenses equal to or greater than $75 is required. Additional supporting documents may be requested if the original receipt is not available.

Is there a time limit for submitting expense reports?

Individuals must submit out-of-pocket reimbursement requests within 60-days of incurring the expense. The Expense & Payment Cards department will report any reimbursement submitted outside of the 60-day window to Payroll as taxable income.

- *Expenses not incurred within the previous 12 months are not reimbursable.*

- *Special Note: If a traveler provides proof of conference dates for an audit trail (conference agenda, screen shot of conference website, anything substantiating the date of conference), they can use the last day of the conference when submitting their reimbursement and VU should and will reimburse as non-taxable withing 60 days of the last day of the conference.*

All One Card transactions are required to be submitted and approved within 30 days of their posted date.

What is the per diem rate for Vanderbilt?

The current per diem rate is $59.00 a day which includes meals, snacks, room service, and tips for an entire day while traveling for Vanderbilt business purposes.

Per diem *does not* apply to group meals, business meals, entertainment, One Card expenses, or meals included as part of a registration fee.

Per diem rate cannot be used for federally funded accounts.

How are foreign currency charges expensed?

When a transaction is in foreign currency, please use the currency converter in the expense module to properly convert expenses to U.S. dollars.

In the Amount section, enter the amount in foreign currency, (USD is set as default) by clicking the dropdown menu, use the search function to change it to the correct currency. Then it will be converted back to the rate into U.S. dollars.