

BLAIR SCHOOL OF MUSIC TRAVEL AND EXPENSE REIMBURSEMENT POLICY

PURPOSE

The Blair School of Music Travel and Expense Reimbursement Policy outlines reimbursements that may be funded by other sources, pre-travel authorization requests, and reimbursement expense filing and reporting.

GUIDELINES

Blair School faculty and staff, before committing funds or finalizing reimbursement, must review the Blair School of Music Travel and Expense Reimbursement Policy below as well as the [Vanderbilt University Reimbursement Policy](#). In cases where school guidelines differ from university policy, it is expected that the more restrictive policy takes precedence. Any exceptions must be approved in advance by the Blair School of Music Chief Business Officer and Dean.

Allowable Reimbursement Expenses

The Blair School of Music adheres to university policy in regard to allowable reimbursement expenses. It is the responsibility of the individual to determine if expenses are allowed in accordance with applicable funding source, agency, sponsor, or other external group paying for reimbursement. Blair School of Music faculty and staff are required to use procedures outlined in university policy when making travel arrangements.

Travel Pre-Authorization

Written travel pre-authorizations are required for official Blair School of Music business. Faculty and staff are expected to consult with their area coordinators or program coordinators in advance about travel that may conflict with classes or interfere with other university obligations. The pre-authorization of travel form must be submitted through the webform portal and approved by the Dean of the Blair School prior to committing to arrangements or incurring expenses.

Reimbursement Expense Filing and Reporting

University policy requires that reimbursement expense reports be submitted using Oracle Cloud within 60 days of incurring the expense. Any reimbursement submitted outside of the 60-day window will be reported by the Expense & Payment Cards team to Payroll as taxable income. Expenses not incurred within the previous 90 days are not reimbursable.

Non-travel related business expenses may be reimbursed if an individual paid the expense from personal funds and no other acceptable methods of buying and paying are available (i.e. good(s) available via the Oracle online marketplace Aquire, goods requiring a purchase order as defined in the general purchasing policy, or goods purchased using the Vanderbilt One Card). The purchase of equipment and payment for services require a purchase order, implemented prior to goods received and/or services rendered, and should not be paid from personal funds for reimbursement. It is recommended that personal funds are not used for purchases of goods exceeding \$250.

Vanderbilt offers two options in terms of travel expense reimbursement: actual expenses or a per diem rate. When filing the expense report the traveler must choose either to file with actual expenses or per diem for each trip. Using both forms of reimbursement for the same trip is not allowed. There are

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further restrictions on the use of per diem as outlined below:

- When utilizing sponsored or restricted funds, the individual must submit receipts for actual, incurred expenses.
- When utilizing non-sponsored or unrestricted funds, the individual can choose either to submit receipts for actual, incurred expenses or use the per diem rate. The per diem rate is \$59 per day.
 - The per diem rate includes all meals, snacks, room service, and tips for an entire day while traveling for Vanderbilt business purposes. The per diem rate requires a minimum overnight stay outside of Davidson or surrounding counties.
 - The rate cannot be used on trips that include group meals, business meals, entertainment, One Card expenses, or if meals were included as part of a registration fee.

Itemized receipts are required for all expenses equal to or greater than \$75.

EFFECTIVE DATE

Effective: June 20, 2022

Last Revised: May 2, 2023