



REIMBURSABLE GUIDELINES



Reimbursed at Cost (receipts required)

- **Flight Costs**
 - Airfare booked 2 weeks in advance of travel date
 - Basic economy
 - One checked bag per person
 - Internal company meeting travel not reimbursable
- **Hotel Costs**
 - Use hotels with negotiated Vanderbilt rates (Refer to this link for the latest listing of partner hotels:
<https://finance.vanderbilt.edu/purchasingandpaymentservices/travel/hotels.php>)
 - All guests must stay in one hotel, barring availability issues
 - Hotel parking reimbursed at cost
 - Internal company meeting travel not reimbursable
- **Rental Cars/Car Services**
 - All efforts should be made to share all rental cars and car services (Uber, Lyft, Taxi)
 - Gas for rental cars reimbursed at cost
 - Mileage to/from home airport reimbursed at IRS rate (google maps printout required)
- **Meals**
 - Team Dinners
 - Group dinners including CPC, VU Leadership, etc. may be paid for and billed as a reimbursable expense, as long as, all attendees are listed as part of the backup.

Reimbursed at Flat Rate

- **Individual Meals**
 - Per diem of \$59 per individual per day (flexible with recommendations of GSA.gov)
 - No alcohol charges reimbursed

Other

- **In-House Lunch/Breakfast Meetings at Vanderbilt**
 - These types of meetings will be coordinated and paid for by PDC and the project charged accordingly.