Vanderbilt University Travel Requirements and Guidelines

C3E Fall 2016 Workshop | October 17-19, 2016 | Atlanta, Georgia

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| **Transportation (Air/Rail/Ground)** | * U.S. Carrier
* Coach Class only
* Original passenger receipt or e-ticket receipt must be submitted with reimbursement form. **The e-ticket/itinerary must show proof of payment (i.e., credit card being charged).**
* Reimbursement for one checked bag per trip each way
* May arrive prior to or stay after meeting dates at your own expense
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| **Meals & Incidentals (M&IE)** | * M&IE will be reimbursed up to the current GSA per diem rates
	+ Total per diem rate: $69.00
	+ Travel day: $51.75
* Itemized receipts must be submitted.
* Alcohol will not be reimbursed.
* Reimbursements will not be processed for meals on dates where breakfast, lunch, and/or dinner were provided to attendees during the conference.
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| **Mileage** | * Reimbursed at $0.54 per mile
* Please include a MapQuest or Google Maps document showing mileage to and from destination.
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| **Taxi/Parking** | * Will be reimbursed with submission of receipts.
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| **Rental Car** | * Rental of up to a mid-sized car is reimbursable for the dates of October 16 through October 20, 2016.
* Collision Damage Waiver (CDW) and/or Theft Insurance will not be reimbursed
* Features above the basic package will not be reimbursed - No mileage reimbursement on rental car.
* Please fuel car before return and submit original gas receipts.
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| **Lodging**  | * Lodging will be reimbursed with submission of itemized receipts
* Room and tax only
* Lodging will only be reimbursed for the nights of October 16-18, 2016
* You may stay before or after the workshop at your own expense
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| **Reimbursement Forms** | * Please submit form and receipts by Wednesday, November 2, 2016.
* U.S. citizens must provide a W-9. Non U.S. residents must provide a W-8.
* Forms should be submitted to <http://cps-vo.org/c3e/fall16/travel/reimbursement>
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| Reimbursement checks are typically mailed within two weeks of receiving the necessary documentation. Should you have any questions please contact Katie Dey.**Katie Dey**Vanderbilt University – Institute for Software Integrated Systems1025 16th Ave. S., Nashville, TN 37212Phone: 301.892.0888 | E-mail: **katie.dey@vanderbilt.edu** |