

7. There is a limit of one portable electronic device per year (laptop, iPad, cell phone, etc). However, associated service fees, plans and maintenance are not covered.
8. All purchased items are the property of Vanderbilt University Hospital and must be returned to the department upon termination or the depreciated value will be attributed to the employee as taxable income.
9. Member must repay reimbursement for professional licensure, certification, subscriptions, dues, and/or DEA if resignation submitted within 365 days of reimbursement.

**IV. Continuing Education Funds – Process (may vary by department)**

1. All expenses will be purchased by the employee and reimbursed either through check or travel reimbursement request. Prepayment of expenses can be considered if requested at least 60 days in advanced of travel.
2. Employees must provide original receipts for all purchases and any purchase that exceeds \$25 must be itemized. Alcohol is not reimbursable.
3. Travel and related expenses may be processed through the Vanderbilt travel portal if available.
4. Approval for travel must be made prior to any travel purchases and proper travel authorizations forms must be completed for insurance purposes.
5. Employees are expected to know and adhere to the Vanderbilt travel policy and will not be reimbursed for any expenses not allowed in the policy. The policy is found at the following link: <http://www.vanderbilt.edu/procurement/travel/forms/VU%20Travel%20Policy.pdf>
6. Administrative personnel within your department will be responsible for tracking continuing education funds to ensure employees do not file for reimbursement above their allowable amounts.

**V. Continuing Education Fund Audits – Vanderbilt University Hospital will audit continuing education transactions based on the following guidelines:**

1. Transactions for new employees may be audited for the first six (6) months of employment.
2. 100% of all requests that exceed supplement amount may be audited.
3. All transactions may be randomly audited.

## Travel

Effective July 30, 2013, Vanderbilt has moved to a new travel process. Below are the instructions for accessing and using the new travel system.

1. Read the new Vanderbilt Travel Policy  
<https://vanderbilt.policytech.com/dotNet/documents/?docid=5267&mode=view>
2. Go to this web address to access the Concur travel system:  
[https://sso.vanderbilt.edu/idp/startSSO.ping?PartnerSpld=concur\\_vumc](https://sso.vanderbilt.edu/idp/startSSO.ping?PartnerSpld=concur_vumc)
3. Update personal profile in Concur and verify bank account information to receive reimbursement. Paper checks will no longer be sent for reimbursement. Instead, the funds will be electronically deposited into the specified bank account in Concur. Add Athena Danforth as your assistant if you wish to have some or all of the travel prepaid.
4. Have the Adult Enterprise Travel Request Form  
[https://www.mc.vanderbilt.edu/documents/pulse/files/8\\_13/Travel%20Request%20Form\\_rev8\\_8\\_2013.pdf](https://www.mc.vanderbilt.edu/documents/pulse/files/8_13/Travel%20Request%20Form_rev8_8_2013.pdf) signed by supervisor if you need to request travel. You must receive authorize to travel before you

make travel arrangements. This travel request form must be completed for each trip. Once signed, scan and save this form to a place that it will be easy to retrieve in the future.

5. Submit expense report in Concur to be reimbursed for travel expenses. The signed approval form must be included with the travel expense report to receive reimbursement. Once the Department Approver authorizes the reimbursement request in Concur, funds should appear in the specified bank account in 3-5 days.

6. Other important tips:

- A completed profile will be required to book travel and receive reimbursements for travel expenses. The process is easy, and access to a 10-minute online training module is available in The Learning Exchange for those needing further support. The federal Transportation Security Authority requires the date of birth and gender profile information.
- Travelers will need to be sure that the name on the profile matches the name on their travel documents (driver's license or passport). This is very important to ensure airline tickets are accurately fulfilled.

Information needed to populate profiles include:

- Date of birth
  - Gender
  - Default cost center
  - Routing number and account number for personal checking account to support direct deposit of reimbursements
  - Personal credit card for booking hotels and rental cars
- With the new travel system, faculty and staff can view all flight, hotel and ground transportation options when making travel plans. The flight options presented will include Southwest Airlines, a favorite of many travelers. The expense reimbursement process is simplified, as the Concur tool provides a list of all travel plans and expenses. Reimbursements will be direct-deposited into the traveler's bank account within days of the electronic approval of their expense report.

### **Vacation / Time Away**

Most Vanderbilt University Medical Center Faculty Appointed APRNs and PAs have 4 weeks of vacation (based on a 40 hour work week), 7 holidays (8 hour days) and 2 personal days (8 hour days). Faculty time away must be approved and is not accrued. APRNs and PAs who are non-faculty, medical staff will fall under guidelines for Paid Time Off (PTO) under the Human Resources Guidelines: <https://hr-mc.vanderbilt.edu/secure/flexpto-medicalcenter/>