

AI Cybersecurity Workshop - Travel Reimbursement

Submitted by [Katie Dey](#) on Wed, 03/13/2019 - 2:21pm

[DOWNLOAD REIMBURSEMENT FORM](#) 

TRAVEL REQUIREMENTS AND GUIDELINES

Please read the travel guidelines carefully prior to making travel arrangements. The reimbursement worksheet along with itemized receipts should be submitted via the form below by Friday, June 21, 2019. Flight and hotel arrangements can be made by Vanderbilt. Please contact Katie Dey for information: [katie.dey\[at\]vanderbilt.edu](mailto:katie.dey[at]vanderbilt.edu).

Transportation (Air/Rail/Ground)	<ul style="list-style-type: none">• 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• Travel must comply with the Fly America Act. U.S. flag airline unless you qualify for an exemption.
Meals & Incidentals (M&IE)	<ul style="list-style-type: none">• M&IE will be reimbursed up to the current FSA per diem rates<ul style="list-style-type: none">◦ Total per diem rate: \$76.00◦ Travel day: \$57.00• <u>Itemized receipts showing what food was purchased must be submitted</u>• 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.

Lodging	<ul style="list-style-type: none"> • Lodging will be reimbursed with submission of itemized receipts • Room and tax only • Lodging will only be reimbursed if you stay at the conference hotel
Rental Car	<ul style="list-style-type: none"> • Rental of up to a mid-sized car is reimbursable for the dates of June 3-6, 2019 • Collision Damage Waiver (CDW) and/or Theft Insurance will not be reimbursed • All other features other than the basic will not be reimbursed - no mileage reimbursement on rental car.
Mileage	<ul style="list-style-type: none"> • Reimbursed at \$0.58 per mile • Please include a Google Maps screenshot showing mileage to and from destination.
Taxi / Parking	<ul style="list-style-type: none"> • Will be reimbursed with submission of receipts
Student Travel	<ul style="list-style-type: none"> • Travel support will be provided for students presenting at the poster session on Thursday, June 6. • Students will be reimbursed for travel on June 5-6, 2019.
Reimbursement Forms	<ul style="list-style-type: none"> • Download reimbursement form here • Please submit reimbursement form and receipts by Friday, June 21, 2019 using the form below. • U.S. citizens must provide a W-9. • Non U.S. residents must provide a W-8 and also complete a Business Visitor Questionnaire (BVI). Please use the following responses for the BVI form: <ul style="list-style-type: none"> ○ Purpose of Visit: Other (AI Cybersecurity Workshop 2019) ○ Vanderbilt Department You Will Visit: VU-ISIS ○ Department Contact Name: Katie Dey ○ Department Contact Email: katie.dey@vanderbilt.edu ○ Dates you will visit Vanderbilt: June 3-6, 2019 • If you did not complete a W-9/W-8 Form prior to traveling, please visit the registration desk during the symposium to complete the form.

Please complete the form below to receive reimbursement.

First Name: * _____

Last Name: * _____

Email Address: * _____

Phone Number: * _____

Reimbursement Form: *

Receipts: *

Receipts should be scanned and put into a single PDF file.

W-9 (or W-8 for non U.S. residents):

IF you did not give previously submit an IRS Form W-9 (or W-8BEN), please upload one here. Call Katie at 301-892-0888 with your SSN. Do not put it on the form.
