Stanford Travel Quick Reference*

To simplify the travel process, here are some policies to keep in mind to make sure that your travel expenses are reimbursable. Stanford University will reimburse you for reasonable and necessary expenses incurred during business travel, including conference registration.

BEFORE BOOKING YOUR TRAVEL

Completion of the Conference Request Form must be done **first**, following the prompts in the form.
You have two optional routes for booking airfare & lodging: (1.) you book with your personal card, or (2.) the Coordinator team has a Travel Credit Card (T-Card) that you can use to cover these expenses.
After all approvals have been granted, please reach out to Isabela Agneta if you would like to use the T-Card to cover your airfare & hotel. Have your flight & hotel reservations ready for check out, schedule a phone call with Isabela, and the T-Card information will be provided to you.

THINGS OF WHICH TO BE AWARE

While Stanford Travel booking channels (Egencia, Casto Travel, United Corporate Direct, and Student Universe) are still highly recommended, they are no longer required for flights, hotels, or rental cars. For traveler safety, all international flight and hotel bookings not booked via Stanford Travel ***MUST*** be entered into the university's Travel Registry. The Travel Registry service helps to support travelers in the event of an emergency by connecting to Stanford's provider of medical, personal, travel and security assistance. Register your international booking here.

The individual incurring the expense is responsible for paying or reimbursing Stanford for any non-compliant expenses. Travel expenses can be paid personally and charged to a personal credit card, then receipts submitted for reimbursement requests.

The flight information is still applicable, even when using the Residency Travel Card.

FLIGHTS

Flights can be booked through Stanford Travel (Egencia, Casto Travel, United Corporate Direct, and Student Universe), but is not required.
It is not recommended that a conference includes a personal component, but we can work with you depending on the circumstances.

FARES / FEES

Economy: This class of fare is more reasonably priced, and a more sustainable choice, than higher classes of fare. The university recommends selecting an economy class fare that **allows for changes** to the flight and includes any additional components, which **may be included in the airfare or charged separately** as an **ancillary airline fee**. See Ancillary Airline Fees below for more information. The university highly encourages travelers to take direct flights (e.g., fewer stops or nonstop) **even if they are a higher cost**, to support sustainability efforts, reduce complexity, and lower the risk of travel complications. If a nonstop flight is not available from the traveler's primary airport, consider expanding the search to other nearby airports.

Not Recommended: Basic Economy is a highly restrictive airfare which may not allow any changes under any circumstance, and may lead to financial loss. For these reasons, the university does not recommend purchasing Basic Economy airfare and these fares are not available through the Stanford Travel Program.

Common airlines and economy fare classes allowed include:

- United Airlines: "Economy" and "Economy Plus"
- Southwest Airlines: "Wanna Get Away"
- American Airlines: "Main Cabin"
- Delta Airlines: "Main Cabin" and "Delta Comfort +"

ANCILLARY AIRFARE FEES

Additional reimbursable fees (ancillary airfare fees) include in-flight wi-fi, checked bags, pre-assigned seats, extended legroom, and preferred seat location are reimbursable. This does not include Global Entry, TSA Precheck or Travel Insurance.

T-CARD

If using the T-card to secure your flights, follow the steps below:

1. Create / Access Egencia (Request an Egencia profile) / (Launch Egencia)
    a. If creating an Egencia profile, notify Isabela after you've done so she can request herself to be a travel arranger for you
2. Find the flights you'd like, ensuring compliance with the guidelines outlined above
3. Select "save for later" on the last booking page
4. Notify Isabela so she can finish booking the flights with the T-card

CANCELLATIONS / PERSONAL TRAVEL

If a ticket has to be changed and a penalty is charged, you can request a reimbursement for that, provided there is a business reason (i.e. previously confirmed meeting dates or time have changed). When trips must be canceled, travelers are encouraged to rebook tickets for travel at a later date whenever possible. If it is not possible to use the ticket within the rebooking timeframe, it may nevertheless be reimbursable with proper documentation.

Fare comparison documentation (screenshots) is required when a trip includes a personal component, the itinerary is an indirect route, the fare class is out of policy, or the most economical method of transportation is not selected for a trip.

The lodging information is still applicable, even when using the Residency Travel Card.

LODGING

GENERAL GUIDELINES

Lodging is recommended to be booked through Stanford Travel but not required.
Lodging maximums per night. (Excluding taxes/fees)

- $275 – General domestic maximum
- $450 – Palo Alto and vicinity [(10 miles from city center), New York
- $385 – Chicago, San Francisco (include SF County and San Mateo County)

- $330 – Austin (TX), Boston, Honolulu, Los Angeles (includes Los Angeles County, Ventura County and Orange County), San Diego, Seattle, Washington D.C.

CONFERENCE HOTELS

Typically, conferences will partner with numerous nearby hotels and obtain a negotiated (usually discounted) rate with them. To obtain the negotiated rate, you'll need to book the hotel directly through the conference website (or call the hotel and ask for the conference rate). Even if this negotiated rate is higher than the lodging maximum guidelines, the cost will be fully covered due to it being a conference indicated hotel and rate**.** Standard rooms should be booked (no deluxe, premium, suites, etc.) at the midrange price point.

If the conference negotiated rate is fully booked/sold out, you have a couple of options for how to proceed with lodging reservations.

1. You may still book with the conference hotel directly, even if it is above the lodging maximums, but you must provide documentation (screenshots) at the time you make the reservation that the conference rate is not available.
2. OR, you may book a room elsewhere that is not the conference hotel – through Egencia is recommended – **but you must keep the Stanford lodging nightly rate maximums in mind in this scenario. Only the nightly maximum amount will be reimbursed and the remaining balance will be the responsibility of the resident to incur.** A reasonable explanation is required for reimbursement that exceeds location guidelines.

T-CARD

If using the T-card to secure a hotel room, you must contact the hotel to obtain a Credit Card Authorization Form and have it sent directly to Isabela to complete. This form confirms to the hotel that you are allowed to use this card, even though it's under a different name and you do not have it with you upon arrival. The room & tax costs will be covered by the T-card, and the hotel may ask for your personal card at check-in for any incidentals or other charges.

MEALS

One option must be selected for the entire duration of the trip.

When a conference provides a meal, an amount is deducted from the total pool of funds, whether using the per diem or the daily maximum meal reimbursement method. The cost of providing these meals to attendees is typically included in the cost of conference registration, so it is recommended that you participate in conference meals. Purchasing a meal rather than taking a provided conference meal will result in not having that cost reimbursed.

Example

Traveling to Chicago - the per diem rate is $92 ($23 breakfast / $26 lunch / $38 dinner, first & last day of travel is $69); daily maximum is $110 ($25 breakfast, $35 lunch, $50 dinner). If the conference provided breakfast & lunch while you were attending, you would receive $38 reimbursed to you for the day if using per diem, or $50 if using the daily maximum.

PER DIEM

Per Diem is the preferred method of reimbursement for meals while traveling. Per diem is a daily rate that is determined by where you travel; this can be found on the U.S. General Services Administration (GSA) site and outlines what the reimbursable limit is for breakfast + lunch + dinner based on that location. Additionally, the first and last day of travel are calculated at 75% of the GSA set amount.

If your travel does not include a meal period, this meal will be deducted from your per diem (example: your flight is at 12pm, so breakfast will be deducted from your per diem for that travel day).

Per Diem meals do not require receipts to be submitted upon requesting reimbursement.

DAILY MAX

Alternatively, you can choose to use a daily maximum for food costs (Domestic: $110/day: breakfast $25, lunch $35, dinner $50).
Maximum tip allowed is 20% on the meal subtotal + tax (do not include other fees).

For daily maximum reimbursement, itemized (breakdown list of items/cost) meal receipts must be submitted as an attachment with your other travel expenses reimbursement request.

GROUND TRANSPORTATION

Travelers are expected to select the most reasonable and economical mode of ground transportation (driving your own car, renting a car, rideshare services, etc.).

*Maximum tip is 20% based on ride fare only (excludes surcharges/taxes or other fees). Expenses should only be charged to a credit card. Sources of payment such as gift cards or credits given are **not** eligible for reimbursement.*

RIDESHARE / CAR SERVICE

Situations where a car service may be appropriate are: very early/late flight, to/from a remote residence or when the traveler requires assistance. A traveler may also use a car service if the total cost is cost-effective or a practical means of travel which is less than rideshare/taxis or mileage, tolls, and parking combined. Maximum reimbursement for car service use is $320 round trip.

When rideshares (Uber/Lyft) are utilized, only standard economy rides are allowed (e.g., UberX, Lyft Standard), including compliant green standard economy electric vehicle options (Uber Electric, etc.). If a traveler opts to utilize a premium rideshare (Uber Black, Uber Comfort, Uber Comfort Electric, UberXL, Lyft Black, Lyft Extra, Lyft XL, etc.), the university will reimburse for the amount of the standard fare, and the traveler may personally pay for the cost difference. A fare comparison will need to be provided as supporting documentation for the transaction.

RENTAL CARS

It is recommended that car rental services are booked through Stanford Travel. **Before considering this option, consider alternative means of ground transportation that are more economical (ride services like Uber/Lyft can help avoid hotel parking fees per night).**

When the use of a rental car is the most economical form of transportation, the University will pay fees for compact, intermediate/standard size automobiles and related expenses (fuel, tolls, & parking). Non-standard rental car option**s** may be described as "full size" or "premium" or come in models such as vans, SUVs, and 4x4s. Electric vehicles may also be priced at "premium" levels.

Be sure to include your name and "Stanford University" on the rental agreement whenever possible. The University self-insures against risk for all travelers on university business within the continental U.S. (not Hawaii). Attain a copy of the Certificate of Self-Insurance through Stanford's Office of Risk Management and **do not** elect additional car rental insurance.

PERSONAL VEHICLE

The university reimburses for actual expenses (includes personal mileage and parking fees) when traveling to or from Bay Area airports, and actual roundtrip expenses for destination airports are reimbursable. If a traveler decides to park at a local airport, they should choose the most economical onsite parking, which is usually Long Term or Economy, rather than daily or hourly lots. When the cost of airport parking is considered, shuttle or ride services are usually the most economical solution for trips lasting three days or longer.

The university reimburses travelers at a standard rate per mile, up to a specified round-trip distance, when personal vehicle is used and is based on the actual driving distance by the most direct route.The standard mileage rate includes the cost of all actual automobile expenses, such as gas/fuel, electric, and other alternative fuel vehicles.

To reimburse the use of a personal vehicle, include a screenshot from Google Maps along with the mileage of the most direct route of your drive. If you traveled (drove to/from airport) outside normal business hours (defined as weekdays 8am - 5pm), then you calculate the distance using your home address. If you traveled within normal business hours, then you calculate the distance using your Stanford worksite.

ADDITIONAL ITEMS

Additional items that can be submitted for reimbursement include:

CONFERENCE REGISTRATION

The conference registration (except WARC) will need to be paid by the resident directly. The resident may request reimbursement for the registration cost right away; this is the only item that can be reimbursed before travel occurs.

POSTER PRINTING

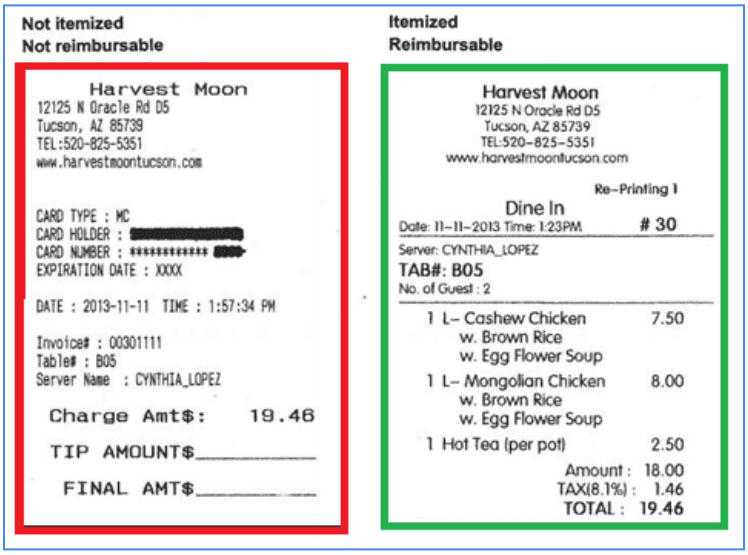
If you are being asked to print a physical poster for the conference, you may submit the cost of this for reimbursement after your travel along with the other receipts.

RECEIPTS

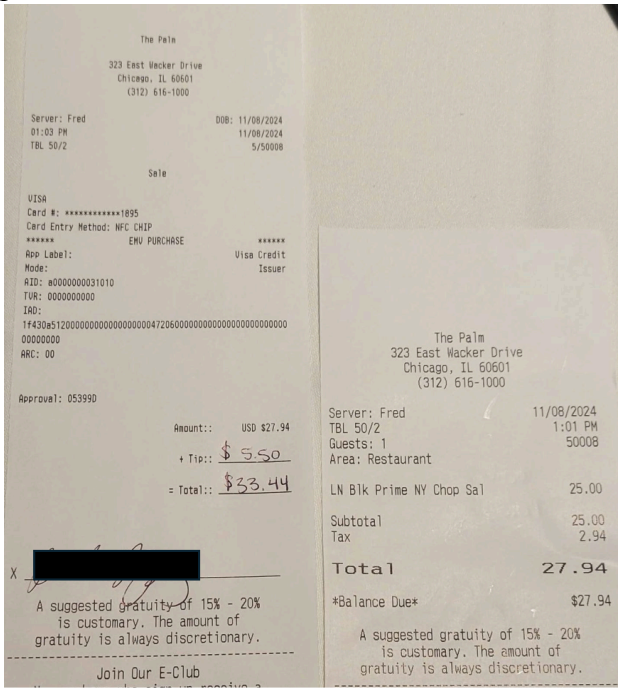
Make sure to obtain **itemized** (breakdown or list of items/costs) receipts and to keep them all as they are required upon requesting reimbursement for all expenses.

The ideal receipt shows: individual items and their cost, taxes/fees/tip, total amount, and the payment method (last 4 digits of your credit card).

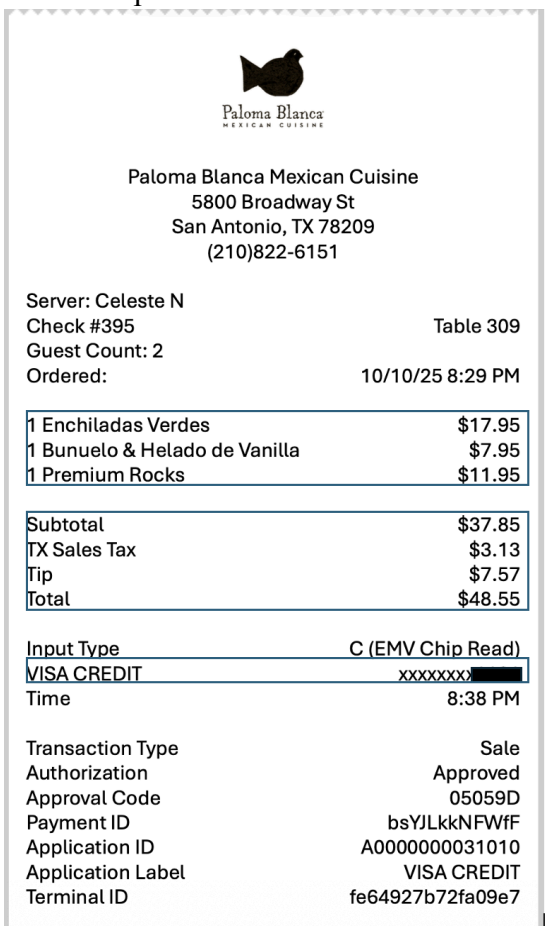
For receipts that do not show the last 4 digits of your credit card, please do submit/send an attachment of your credit card statement showing the expenses of requested reimbursements.



Include a picture of both the above receipt types if needed to ensure all required information is provided.



Ideal receipt:



Paloma Blanca
MEXICAN CUISINE

Paloma Blanca Mexican Cuisine
5800 Broadway St
San Antonio, TX 78209
(210)822-6151

Server: Celeste N
Check #395 Table 309
Guest Count: 2
Ordered: 10/10/25 8:29 PM

1 Enchiladas Verdes	$17.95
1 Bunuelo & Helado de Vanilla	$7.95
1 Premium Rocks	$11.95

Individual items

Subtotal	$37.85
TX Sales Tax	$3.13
Tip	$7.57
Total	$48.55

Cost breakdown

Input Type	C (EMV Chip Read)
VISA CREDIT	xxxxxxx[redacted]
Time	8:38 PM

Payment method

Transaction Type	Sale
Authorization	Approved
Approval Code	05059D
Payment ID	bsYJLkkNFWfF
Application ID	A0000000031010
Application Label	VISA CREDIT
Terminal ID	fe64927b72fa09e7

HOW TO GET REIMBURSED

Submit your receipts and other documents on the Smartsheet form: Conference Travel Reimbursement Request

Be sure to save the receipts in this format: (date – written "month.day") (cost) (description)
Example: 10.20 $19.99 Lunch at Café

Included in the document submission should be a screenshot showing you've uploaded your presentation to your MedHub Learning Portfolio, a pdf of your presentation, conference registration receipt (not applicable for WARC), and the conference itinerary/agenda.

If you have any questions, comments, or concerns, please feel free to reach out to the coordinators!

**These are brief summaries of some travel policies and are not meant to be your only reference. Please reference the School of Medicine Business Expense Policies and Guidelines (LINK) for more details.*