

Stanford Travel Reimbursement Guidelines

Pre Trip



**If there is a conference rate for hotels, you may book directly through the conference organization*

1. Complete [Certification for Student Travel and Travel Fund Application Forms](#)
2. Obtain advisor's approval signature on form
3. Obtain finance approval from Yolanda, Thuy or Diane
4. Book travel and complete registrations:
 - TCard - Bring forms to administrator to check out TCard or
 - Use your own credit card (will only be able to reimbursed after trip)

NEW: hotel*, airfare and car rentals can only be booked by one of the following Stanford Travel booking channels:

Students

- [StudentUniverse](#)

Faculty/Staff/Postdocs

- [FCM](#)
- [Egencia](#)
- [United Corporate Direct](#)

During Trip

Reimbursable Travel Expenses

- **CONFERENCE REGISTRATION**
- **LODGING:** NO per diem. NO late check out fees.
- **AIRFARE:** Coach class, lowest fare available. NO travel insurance. NO seat upgrade.
- **CAR RENTAL:** NO insurace
- **FOOD:** \$75USD per day - alcohol will NOT be reimbursed. NO per diem.
- **TRANSPORTATION:** Taxi, Uber, Lyft, shuttle, train, etc. to/from airport, hotel, conference site



Post Trip

1. Request reimbursement within 60 days after your return.
2. Submit the following forms to your administrator:
 - Completed and signed [Student Travel Certificate and Travel Fund Application forms](#)
 - Conference program showing your presentation details or emails providing travel purpose
 - Itemized receipts scanned to your administrator with [expense report](#) (include conversion rate from [Oanda](#) if traveling internationally)

Questions?

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**Policies subject to change*