

Graduate students: are you planning on going to a conference or doing research at an out-of-area location?

HELPFUL THINGS TO KNOW BEFORE YOU TRAVEL

You don't have to pay for everything yourself up front. The Department can help you with expenses, such as registration fees, airline tickets and out-of-pocket costs. Here's how:

- A) Conference registration fees can be prepaid (See your P.I.'s administrative assistant approximately two weeks ahead of time to process a check request).
- B) You may arrange to have your airline ticket charged to the Department's AMEX card **IF** approved by Cindy Mendel, and you book the tickets through Stanford's travel agent, Navigant. You will need to fill out a short form. You must make every effort to use the lowest available fare. You can compare different flights and save on travel agency fees if you use Stanford's web tool, at <http://trip.stanford.edu>.
- C) You can also request traveler's checks if needed (\$40.00 per day is the limit). This cannot be done at the last minute, however, so PLAN AHEAD.

Know the rules and avoid costly mistakes:

- A. If you travel overseas & expect to be reimbursed on a government grant you **MUST** travel on a US carrier. Within foreign countries, however, it is OK to use a foreign carrier.
- B. Do not purchase the additional insurance on car rental (except outside the U.S.) because Stanford has blanket coverage. You will not be reimbursed for this expense! Stanford's preferred car rental provider is AVIS. See your AA for details.
- C. Save ORIGINAL receipts for all expenses over \$25, except meals if you have chosen to be reimbursed by "per diem." See below on "How to Get Reimbursed for Travel Expenses" for details.

AFTER YOU RETURN

HOW TO GET REIMBURSED FOR TRAVEL EXPENSES

- Turn in receipts for all expenses over \$25 to your P.I.'s Administrative Associate (AA) within 2 weeks of your return to Stanford. *(The sooner you do this, the sooner the Oracle reimbursement request can be submitted and the sooner you will be paid!)*

She/he will probably ask you to fill out a short form, indicating which University account should be charged, what was the business purpose of the trip, and other important information.

Typical receipts needed:

Airfare: include original air passenger receipt (last part of the ticket) that shows the actual airfare. Please also submit printed itinerary if available. For electronic travel, use receipt generated by the travel agency. For ticketless travel on Southwest, the itinerary and the confirmation are acceptable.

Lodging: include original *itemized* hotel receipt that shows payment was made (unless claiming per diem for lodging). Personal charges on hotel bills, such as movies and gym use are not reimbursable. Business telephone calls and data port connections are OK.

Rental Car: include original copy of itemized car rental agreement showing proof of payment. Remember: you will NOT be reimbursed for additional insurance on car rentals, except in Hawaii and outside the U.S. The University carries insurance coverage for all employees and students who rent a car while on Stanford business.

Personal Auto: generally appropriate for round trips of 200 miles or less. One-way distances from the University to the following common destination points are shown below.

San Francisco International Airport	25 miles
San Francisco	40 miles
Berkeley	42 miles
San Jose Airport	20 miles
Monterey/Pacific Grove	90 miles

Note that the sum of auto mileage (currently 34.5 cents/mile) and parking fees at Bay Area airports may not exceed the cost of shuttle service for the same trip.

Trains, Taxis, Airport Shuttles: receipts required for all costs over \$25.

Meals: You may choose to be paid a "per diem" rate for trips longer than one day, or "actual expense" rate. If you choose per diem, you do not need to turn in any meal receipts. Otherwise, you need to indicate meal expenses and submit receipts for all meals over \$25. Indicate any dollar amounts for alcohol. (Alcohol is reimbursable, but needs to be processed separately.) Tips for meals may not exceed 15% of the cost.

You must use *either* actual expenses or per diem for the duration of the trip. If you choose the latter, your AA will enter the per diem rates for your destinations on the reimbursement request.

If you attended a conference or meeting where meals were included in the registration fee or hotel rate, a percentage of the per diem will be deducted, as follows: 20% for each breakfast or lunch, 60% for each dinner provided.

Registration receipt: Required unless this was prepaid.

Conference Program: If you were a speaker, be sure to include the part of the program that lists your talk or shows you were a presenter.

NOTE: Matching travel funds of up to \$300 (\$500 for international travel) are available from the Department to assist doctoral students traveling to professional meetings to present their research. Only one trip per student may be funded each academic year. (Up to three trips using these funds are permitted during your academic career.) You will need to have an official invitation to present a paper, poster, or serve on a panel. Merely attending the conference does not qualify for the matching funds. Please see the Department's Student Services Officer, Maria Frank, to fill out a short application form. Be sure to tell your AA that you plan to use matching funds for that specific conference.

- Sign a green envelope. Your AA will give this to you. The completed request form and all the backup you provided will be put in this envelope and sent to the Travel & Reimbursement Department for processing. Expect to receive your check in about 10 business days!

- FAQ's

I lost or can't find my original receipt? Can I submit a copy? Will my credit card receipt by itself be enough?

By themselves, credit card receipts are not sufficient. You should contact the travel agency, airline, hotel or rental car company and ask them to send you a dated and itemized receipt. You will then need to sign a "lost receipt" memo that your AA will provide.

I am not a US citizen. What additional paperwork do I need to have?

You should provide the AA with copies of your passport, visa, I-94 card and complete an LA-06 form if you haven't already.