Guide to Travel Reimbursement
Operations Committee
October 30-31, 2008

Air Travel: Air fare must be purchased at the lowest logical coach fare. Business class is allowable only for international flights longer than 8 hours or for medical reasons which are documented in writing by a physician (original letter is required).

Required Documentation: An original travel agency invoice, airline receipt or e-receipt is required showing both proof of payment and complete ticketing information, including flight numbers, itinerary, class of service, ticket number and cost of ticket. Boarding passes alone will NOT suffice.

Lodging: Stanford will reimburse for lodging at a Standard Room rate. Whenever possible, we encourage visitors to stay at the Stanford Guest House, which is conveniently located on the SLAC campus.

Required Documentation: The original itemized paid statement is required and must show arrival and departure dates.

Auto Rental: Stanford will reimburse the cost of a COMPACT vehicle. Please do not purchase additional insurance. Stanford visitors are already covered under Stanford's insurance (please include "Stanford University" with your name at the time of rental). Stanford University will not reimburse the following expenses: Frequent Flyer Mileage tax (FFT), insurance or personal/non-business use of the vehicle. If the rental period includes personal days, individuals are responsible for insurance coverage and pro-rata rental cost.

When possible, we encourage visitors to rent from Enterprise Rent-a-Car using SLAC ID code 23J2424 to receive a contracted compact rate of $24.99 per day.

Required Documentation: Original rental receipt is required and must demonstrate proof of purchase.

Meals and Incidental Expenses: Meals and incidental expenses will be reimbursed up to $59 per day for full working days ($44.25 on days of arrival and departure) less any meals provided by Stanford during your visit. (Distance traveled must be longer than 100 miles round trip to qualify for meal reimbursement.)

Required Documentation: Original receipts are required for all expenses of $75 (amount must be accurate even without a receipt).

Miscellaneous Travel Expenses: The actual cost of public transportation, airport shuttles and taxis to and from airports, tolls and parking will be reimbursed. Stanford will pay a standard rate per mile of 58.5 cents, based on the actual driving distance (not to exceed 105% of the mileage listed on the Map Quest web page).

Required Documentation: Original receipts are required for all expenses of $75 (amount must be accurate even without a receipt).

Expenses submitted more than 60 days after completion of travel will be reported as additional income in accordance with Internal Revenue Service regulations.

Please direct questions about expenses and reimbursements to:
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