Business Purpose (required): □ Travelers

Dinner up to $150

If answered “no” and > 5 beneficiaries:

Ancillary airline fee:

Meals with Alcohol:

Travel Meal Guidelines

If Student Travel (required):

Multiple Traveler (Fill section 5

Supporting docs:

Within 30 days for PO & Non

Meal Overages:

If deposit needed on PO payment: Request 2 invoices from vendor (1 for deposit and 1 for remainder amount)

Happy hour up to $45

Dinner and Reception up to $170

Dinner up to $150

Travel (use Tcard)

Daily Maximum (Fill section 10

Business or First Class (Fill section 11

If multiple destinations (required):

Conference Agenda attached

* *

Business Meal Guidelines for In-Person Meals or Boxed Meal Pick-up:

Pre-assignment seats

Extended legroom

Preferred seat location

Ancillary airline fee:

Baggage

In-flight Meals

In-flight wifi.

Pre-assigned seats

Program Director pre-approval

Any unallowed purchases (e.g.: monthly in-flight wifi subscriptions)

Fare comparison from Stanford Travel required when:

Trip includes personal component

Fare class is out of policy

Most economical method not selected

Non-reimbursable expenses:

Global Entry fee

TSA pre-check fee

Travel Insurance

Supporting docs:

Booking Receipt (required) OR

Receipts for any ancillary/unallow expenses above $75

Proof of travel:

Boarding Passes (if no local expenses made) OR

Receipts for any local expense (meals or ground transport)
12-a Lodging: Travelers are encouraged to use Stanford Travel Program (Egencia, FCM and Student Universe) to book lodging. Standard rooms should be booked (no deluxe, premium, suites, etc.).

- Itemized Receipt (required)
- Personal Expenses (Fill section 12-b)
- Meal Expenses (Fill section 12-c)

12-b Personal expenses, if any (required):
- Deducted from total reimbursement
- Circled on receipt

12-c Meal expenses, if any (required):
- Meal Type indicated
- Separate Itemized receipt above $75
- Within Meal Limits (refer section 10-c)

12-d Airbnb booking criteria (required):
- Lower or comparable to hotel stay
- Entire house should be booked
- A+ host rating with >= 10 reviews

AirBnB is no longer supporting the Stanford Airbnb for Work product, but Stanford travelers may still use their Airbnb for Work accounts (or personal Airbnb account) to book lodging for university-sponsored travel.

12-e Lodging Limits:
- $250/night for Domestic (excludes taxes and fees) and based on federal per diem rates by location for International Travel

Lodging Guideline exceptions on certain locations and conferences can be viewed here.

13 All airfare and lodging not booked via Stanford Travel Program: [ ] MUST be registered with Stanford ahead of your trip (required)

This can be easily done by forwarding your itinerary to StanfordTravel@itinerary.internationalsos.com.

14-a Ground Transportation (select one):
- Taxi/Uber/Lyft/Shuttles (Fill section 14-b)
- Rental (Fill section 14-c)
- Personal transport

14-b If Taxi/Uber/Lyft/Shuttles/Ridesharing/Train (required):
- All receipts above $75 are provided
- Receipts are labeled (and to from)

14-c If Rental:
- Rental Agreement with itemized receipt (required)
- indicate any personal use
- Fuel receipts (required)
- Deduct any insurance paid

14-d If personal car (required):
- Provide mileage proof (eg. Google Maps’ screenshot)
- screenshot

14-e Local Airport Transportation:
- For trips lasting 3 days or longer, shuttle or ride shares most economical than parking
- If parking at airport, long term or economy parking more economical than hourly or daily lots

14-f Car Services:
- Only in special situations (medical assistance, remote locations, small group travelling together or early/late flights)
- up to $300 round trip or $150 for a one-way trip

14-g Traveling in between and around campuses:
- will NOT be paid or reimbursed by SU
- provide evidence

14-i Travel costs for a REMOTE employee who lives outside of the 10 Bay Area counties:
- will be reimbursed by SU

14-j All tips:
- should be <= 20% of total

15 DEI-related Virtual Recruitment Reimbursements (ONLY on exceptional basis; pre-approval required from Associate Dean EPS):

- Space Rental:
- Lodging rate guidance applies

15-b Allowable Technology reimbursements:
- Internet and wi-fi access (eg. hotspot)
- Video-conferencing or computer equipment rental

15-c Transportation (ground transportation guidance applies):
- Taxi/Uber/Lyft/Shuttles/Rideshares
- Personal vehicle mileage
- Public transport
- Rental cars (if above options are not available or cost prohibitive

16 Gifts and Incentives: (* Any gifts over the below specified limits are taxable to the recipient and must be charged to taxable expenditure types)

16-a Occasional, Non-retirement Gifts to staff, students, residents, fellows and SHC/LPCH employee (no contractors/suppliers/sponsors):
- (e.g. Graduation gift, annual department-wide holiday gift)
- Up to $100 Stanford branded merchandise preferred (no gift cards)

16-b Employees (excludes residents, fellows, and other hospital employees):
- Performance Recognition: [ ] Spot OR Annual Bonuses ONLY (Please contact HR)

16-c Retirement: Gift up to $100 for every five year increment (e.g. 5 years up to $100, 10 years up to $200, etc). Up to maximum of $400 (no gift cards)

16-d Gift cards on exceptional basis with DFA Approval:
- Up to $100

16-e Monthly or Group Birthday celebrations:
- Cake at a group celebration
- ecard/card signed by team/dept

16-f Bridal/Baby Showers/Life event:
- Cake at a group celebration
- ecard/card signed by team/dept

16-g Administrative Professional Day:
- Flowers or gift up to $100
- ecard/card signed by team/dept

16-h Bereavement, Hospitalization or Family Crises: (Select one)
- Flowers or meal/meal delivery e-gift card up to $125
- Donation up to $100 to charity of family’s choice

16-i Length of Service (made after 1st 5 years and every 5th year thereafter):
- Administered through UHR’s Stanford Celebrates You program
- ecard/card signed by team/dept

16-j Retirement: Gift up to $100 for every five year increment (e.g. 5 years up to $100, 10 years up to $200, etc). Up to maximum of $400 (no gift cards)

16-k Annual Survey/Focus Group/Questionnaire Incentive SU or Non-SU Affiliates: [ ] Gifts or e-gift cards up to $15

16-l Students: Gifts cards issued to students as incentives to participate in activities/focus groups are considered taxable income.

17 All Supporting Docs (required):
- All receipts above $75 are labelled
- All lists of attendees are numbered

18 Missing receipts for transactions above $75 (required):
- For Pcards: Check the missing receipt box
- For TCards: Mention receipt is missing in remarks section

19 Overages, if any (required):
- Check must be received
- Check# indicated in Business Purpose

Links:
- SoM Business Expense Guidelines: https://docs.google.com/document/d/1U6vNlWwzZ4mcH3R8C8rWHWKu6E3_XOEZ7k8SueOx21/edit#
- Stanford Expense Desk Guide: https://drive.google.com/file/d/1w-90HixhC17ZwWUJhNcoJ32rTgYs5b5/view
- Download the Stanford Egencia® app for iPhone and iPad from the App Store: https://play.google.com/store/apps/details?id=com.egencia.app&hl=en
Download the Stanford Egencia® app for Android mobile devices from Google Play:  

Stanford United Direct:  

Stanford United Corporate Direct enrollment URL:  
https://app.smartsheet.com/b/form/84672610a18e4ef7a7943cf83ecb792c

Stanford KeyTravel:  
https://my.keytravel.com/us