

 <b>Stanford MEDICINE</b> School of Medicine		<b>Educational Programs and Services</b> <b>Verifier and Finance Approver Checklist</b>					
1	Business Purpose (required):	<input checked="" type="checkbox"/> Who	<input checked="" type="checkbox"/> When	<input checked="" type="checkbox"/> Where	<input checked="" type="checkbox"/> What	<input checked="" type="checkbox"/> Why	<input checked="" type="checkbox"/> 30 characters Header
2	PTAE (required):	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> T	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> E		
3	Expense Type:	<input type="checkbox"/> Purchase (start in Section 3-a)	<input type="checkbox"/> Travel (use Tcard)				
3-a	Purchase amount:	<input type="checkbox"/> Purchase < \$5000, use Pcard (Splitting transactions not allowed)	<input type="checkbox"/> Purchase >=\$5000, use PO or Non-PO payments				
3-b	If deposit needed on PO payment: Request 2 invoices from vendor (1 for deposit and 1 for remainder amount)						
3-c	Verification and Approval timeline:	<input type="checkbox"/> within 60 days for Pcard and Tcard Transactions	<input type="checkbox"/> within 30 days for PO & Non-PO payments				
	<b>NOTE: If transactions are not approved within the timeline, they will be force cleared incurring a charge of \$35 for each transaction to the guaranteed PTA. Failure to complete verification and approvals within 60 days of incurring the expense or travel completion may result in card suspension and/or expenditures reported as taxable income.</b>						
4-a	Traveler (select one):	<input type="checkbox"/> Staff, Faculty or Visitor (start from Section 5-a)	<input type="checkbox"/> Student (Fill section 4-b)				
4-b	If Student Travel (required):	<input checked="" type="checkbox"/> Electronic Student Certification is filled and signed by program staff					
5-a	# Travelers (select one):	<input type="checkbox"/> Single Traveler (start from Section 6)	<input type="checkbox"/> Multiple Traveler (Fill section 5-b)				
5-b	If multiple travelers (required):	<input checked="" type="checkbox"/> All transactions received (to avoid any duplicate charges)					
6	If <input type="checkbox"/> Conference, then <input checked="" type="checkbox"/> Conference Agenda attached and (if any) <input type="checkbox"/> Conference Meals deducted						
7	If <input type="checkbox"/> Offsite Event, then <input checked="" type="checkbox"/> List of Attendees attached and (if any) <input type="checkbox"/> Reservation fee/Deposit indicated						
8	If multiple destinations (required): <input checked="" type="checkbox"/> Business Purpose is provided for each destination						
9	For all Expense Request Transactions with SU Payee: <input checked="" type="checkbox"/> Answer "if payee is the only beneficiary?" in the Expense Request						
9-a	If answered "no" and < or = 5 beneficiaries: <input type="checkbox"/> Enter beneficiary information (type of beneficiary, name and amount) as separate lines for each beneficiary						
9-b	If answered "no" and > 5 beneficiaries: <input type="checkbox"/> Select "Other" in type of beneficiary and add beneficiary details as an attachment						
9-c	On the final page of the transaction, before selecting "Submit": <input checked="" type="checkbox"/> Check attestation checkbox for beneficiary info accuracy and supporting document						
10-a	Meals (select one):	<input type="checkbox"/> Per Diem	<input type="checkbox"/> Daily Maximum (Fill section 10-c)				
10-b	If Per Diem: No receipts required. Not allowed for Visitors (Non-Stanford-affiliated guests).						
10-c	If Actual: <input type="checkbox"/> Meal Types indicated (B, L, D)						
10-c1	<b>Business Meal Guidelines for In-Person Meals or Boxed Meal Pick-up:</b>						
	<input type="checkbox"/> Breakfast up to \$45 <input type="checkbox"/> Lunch up to \$80 <input type="checkbox"/> Dinner up to \$150 <input type="checkbox"/> Happy Hour up to \$45 <input type="checkbox"/> Dinner and Reception up to \$170						
10-c2	<b>Remote Business Meal Guidelines (e-gift cards ONLY; inclusive of any service or delivery fee)*:</b>						
	Meal/meal delivery e-gift card for Staff <b>with DFA Approval</b> *: <input type="checkbox"/> Breakfast up to \$45 <input type="checkbox"/> Lunch up to \$80 <input type="checkbox"/> Dinner up to \$150						
	Meal/meal delivery or grocery store e-gift cards for Students: \$15/person; Max 20 gift cards/student/year;						
10-c4	<b>Employee Engagement and Team Building Activity Guidelines:</b>						
	In-person Meals*: <input type="checkbox"/> Breakfast up to \$45 <input type="checkbox"/> Lunch up to \$80 <input type="checkbox"/> Dinner up to \$150 <input type="checkbox"/> Happy hour up to \$45						
	Remote Meals*: Meal/meal delivery e-gift card for less than in-person meal limits.						
	Activity excl. meal costs: \$100/person per group activity; Max of \$300/person/year						
10-c5	<b>Recruitment Meals and Activity Guidelines</b> *: same as business meal, remote meal, and team building activity guidelines						
	<input type="checkbox"/> For recruitment: VISA e-gift cards may be provided as alternative only if meal delivery is not available						
10-c6	<b>Travel Meal Guidelines</b> *: <input type="checkbox"/> per day per person domestic travel meal expense up to \$90 (B: \$20, L: \$30, D: \$40)						
	<input type="checkbox"/> per day per person international travel meal expense up to \$140 (B: \$30, L: \$40, D: \$70)						
10-d	Meals with Alcohol*: <input type="checkbox"/> categorize the entire meal as unallowable (exp type: 52356)						
10-e	Meal Overages: <input type="checkbox"/> Overages (Indicate reasonable justification in business purpose, if any or fill section 19)						
10-f	For all meals (required): <input checked="" type="checkbox"/> Alcohol indicated <input checked="" type="checkbox"/> Meal Type indicated (B, L, D) <input checked="" type="checkbox"/> Business Purpose						
	<input checked="" type="checkbox"/> List of Attendees <input checked="" type="checkbox"/> Itemized Receipts >=\$75 <input checked="" type="checkbox"/> Within Business Meal Guidelines						
10-g	All tips: <input type="checkbox"/> should be <= 20% of (food and tax), unless the vendor mandates a higher service charge.						
11-a	<b>Airfare (select one):</b> <input type="checkbox"/> Economy (Fill section 11-b) <input type="checkbox"/> Business or First Class (Fill section 11-c)						
11-b	If Economy: <input type="checkbox"/> Stanford Travel Program (STP) (highly encouraged)						
	<input type="checkbox"/> Seat upgrade, if any <input type="checkbox"/> Reason for upgrade						
11-c	If Business: <input type="checkbox"/> Stanford Travel Program (STP) <input checked="" type="checkbox"/> Split 1/3rd on allowable expenditure type and 2/3rd on unallowable expenditure type						
	Reason for business or first class airfare (select applicable): <input type="checkbox"/> Medical reasons <input type="checkbox"/> 8+ hrs flight <input checked="" type="checkbox"/> No availability in Economy						
	<input checked="" type="checkbox"/> Proof required for any of the reasons selected above						
	<a href="#">Submit request on the Stanford Services &amp; Support Portal with a doctor's note to request permission for business or first class.</a>						
	Check applicable expenses in 11-d to 11-g, if either economy or business airfare expenses are incurred for travel:						
11-d	Ancillary airline fee: <input type="checkbox"/> Baggage <input type="checkbox"/> In-flight Meals <input type="checkbox"/> In-flight wifi <input type="checkbox"/> Early Boarding						
	<input type="checkbox"/> Pre-assigned seats <input type="checkbox"/> Extended legroom <input type="checkbox"/> Preferred seat location						
11-e	Any unallowed purchases (e.g.: monthly in-flight wifi subscriptions): <input type="checkbox"/> Program Director pre-approval						
11-f	Fare comparison from Stanford Travel required when: <input type="checkbox"/> Trip includes personal component <input type="checkbox"/> Itinerary is an indirect route						
	<input type="checkbox"/> Fare class is out of policy <input type="checkbox"/> Most economical method not selected						
11-g	Non-reimbursable expenses: <input type="checkbox"/> Global Entry fee <input type="checkbox"/> TSA pre-check fee <input type="checkbox"/> Travel Insurance						
11-h	Supporting docs: <input checked="" type="checkbox"/> Booking Receipt (required) <input type="checkbox"/> Receipts for any ancillary/unallow expenses above \$75						
	Proof of travel: <input type="checkbox"/> Boarding Passes (if no local expenses made) <b>OR</b> <input type="checkbox"/> Receipts for any local expense (meals or ground transport)						

12-a	<b>Lodging:</b> 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.).
	<input checked="" type="checkbox"/> Itemized Receipt (required) <input type="checkbox"/> Personal Expenses (Fill section 12-b) <input type="checkbox"/> Meal Expenses (Fill section 12-c)
12-b	Personal expenses, if any (required): <input checked="" type="checkbox"/> Deducted from total reimbursement <input checked="" type="checkbox"/> Circled on receipt
12-c	Meal expenses, if any (required): <input checked="" type="checkbox"/> Meal Type indicated <input checked="" type="checkbox"/> Separate Itemized receipt above \$75 <input checked="" type="checkbox"/> Within Meal Limits (refer section 10-c)
12-d	AirBnB booking criteria (required): <input checked="" type="checkbox"/> Lower or comparable to hotel stay <input checked="" type="checkbox"/> Entire house should be booked <input checked="" type="checkbox"/> 4+ host rating with >=10 reviews <small>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.</small>
12-e	Lodging Limits: <input type="checkbox"/> <=\$250/night for Domestic (excludes taxes and fees) and based on federal per diem rates by location for International <a href="#">Lodging Guideline exceptions on certain locations and conferences can be viewed here.</a>
13	All airfare and lodging not booked via Stanford Travel Program: <input checked="" type="checkbox"/> MUST be registered with Stanford ahead of your trip (required) <a href="#">This can be easily done by forwarding your itinerary to StanfordTravel@itinerary.internationalso.com.</a>
14-a	<b>Ground Transportation (select one):</b> <input type="checkbox"/> Taxi/Uber/Lyft/Shuttles (Fill section 14-b) <input type="checkbox"/> Rental (Fill section 14-c) <input type="checkbox"/> Personal transport
14-b	If Taxi/Uber/Lyft/Shuttles/Rideshares/Train (required): <input checked="" type="checkbox"/> All receipts above \$75 are provided <input type="checkbox"/> Receipts are labeled (to and from)
14-c	If Rental: <input checked="" type="checkbox"/> Rental Agreement with itemized receipt (required) <input type="checkbox"/> indicate any personal use <input checked="" type="checkbox"/> Fuel receipts (required) <input type="checkbox"/> Deduct any insurance paid
14-d	If personal car (required): <input checked="" type="checkbox"/> Provide mileage proof (eg. Google Maps' screenshot)
14-e	Local Airport Transportation: <input type="checkbox"/> For trips lasting 3 days or longer, shuttle or ride shares most economical than parking <input type="checkbox"/> If parking at airport, long term or economy parking more economical than hourly or daily lots
14-f	Car Services: <input type="checkbox"/> Only in special situations (medical assistance, remote locations, small group travelling together or early/late flights) <input type="checkbox"/> up to \$300 round trip or \$150 for a one-way trip <input checked="" type="checkbox"/> Rational explanation required
14-g	Traveling in between and around campuses: <input checked="" type="checkbox"/> will NOT be paid or reimbursed by SU
14-i	Travel costs for a REMOTE employee who lives outside of the 10 Bay Area counties: <input type="checkbox"/> will be reimbursed by SU
14-j	All tips: <input type="checkbox"/> should be <= 20% of total
15	<b>DEI-related Virtual Recruitment Reimbursements (ONLY on exceptional basis; pre-approval required from Associate Dean EPS):</b>
15-a	Space Rental: <input checked="" type="checkbox"/> Lodging rate guidance applies
15-b	Allowable Technology reimbursements: <input type="checkbox"/> Internet and wi-fi access (e.g. hotspot) <input type="checkbox"/> Video-conferencing or computer equipment rental
15-c	Transportation (ground transportation guidance applies): <input type="checkbox"/> Taxi/Uber/Lyft/Shuttles/Rideshares <input type="checkbox"/> Personal vehicle mileage <input type="checkbox"/> Public transport <input type="checkbox"/> Rental cars (if above options are not available or cost prohibitive)
16	<b>Gifts and Incentives: *</b> (Any gifts over the below specified limits are taxable to the recipient and must be charged to taxable expenditure types)
16-a	<b>Occasional, Non-retirement Gifts to staff, students, residents, fellows and SHC/LPCH employee (no contractors/suppliers/sponsors):</b> (e.g. Graduation gift, annual department-wide holiday gift) <input type="checkbox"/> Up to \$100 Stanford-branded merchandise preferred (no gift cards)
16-b	<b>Employees (excludes residents, fellows, and other hospital employees):</b> Performance Recognition: <input type="checkbox"/> 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	E-gift cards on exceptional basis <b>with DFA Approval</b> : <input type="checkbox"/> Up to \$100
16-e	Monthly or Group Birthday celebrations: <input type="checkbox"/> Cake at a group celebration <input type="checkbox"/> ecard/card signed by team/dept
16-f	Bridal/Baby Showers/Life event: <input type="checkbox"/> Cake at a group celebration <input type="checkbox"/> ecard/card signed by team/dept
16-g	Administrative Professional Day: <input type="checkbox"/> Flowers or gift up to \$100 <input type="checkbox"/> ecard/card signed by team/dept
16-h	Bereavement, Hospitalization or Family Crises: <b>(Select one)</b> <input type="checkbox"/> Flowers or meal/meal delivery e-gift card up to \$125 <b>OR</b> <input type="checkbox"/> 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): <input type="checkbox"/> Administered through UHR's Stanford Celebrates You program <input type="checkbox"/> ecard/card signed by team/dept <small>* Gifts given in addition to a gift issued through the Stanford Celebrates You program are taxable to the recipient.</small>
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*: <input type="checkbox"/> Gifts or e-gift cards up to \$15
16-l	<b>Students:</b> Gift cards issued to students as incentives to participate in activities/focus groups are considered <b>taxable income</b> .
17	<b>All Supporting Docs (required):</b> <input checked="" type="checkbox"/> All receipts above \$75 are labelled <input type="checkbox"/> All lists of attendees are numbered
18	<b>Missing receipts for transactions above \$75 (required):</b> For Pcards: <input checked="" type="checkbox"/> Check the missing receipt box      For TCards: <input checked="" type="checkbox"/> Mention receipt is missing in remarks section For Expense Reimbursements: <input checked="" type="checkbox"/> Provide credit card statement as proof of payment
19	<b>Overages, if any (required):</b> <input checked="" type="checkbox"/> Check must be received <input checked="" type="checkbox"/> Check# indicated in Business Purpose
	<b>(* -Business and Travel meals' \$ amount guideline is inclusive of any alcohol ordered, tips paid and taxes incurred. All meal \$ amounts are per person.)</b>
	<b>(* -All gifts cards must be electronic issued to a stanford.edu email address for Stanford affiliated recipients. All gift \$ amounts are per person. Amazon and Cash gift cards are highly discouraged. Preferred Vendors: Giftcards.com (for PCard purchases &lt; \$5000) and OMNICARD (for PO purchases &gt;= \$5000)</b>

#### Links:

SoM Business Expense Guidelines: [https://docs.google.com/document/d/1ifvNluwgZdmch33RBC8rHfWXuW63\\_X0EcTkBSueQv2l/edit#](https://docs.google.com/document/d/1ifvNluwgZdmch33RBC8rHfWXuW63_X0EcTkBSueQv2l/edit#)

Stanford Expense Desk Guide: <https://drive.google.com/file/d/1w-9QNbeEc71zw2LUHNo9v3ZrtYsv5bV/view>

Stanford Travel Program: <https://fingate.stanford.edu/business-travel-expenses/stanford-travel-program>

Stanford Travel Process: <https://fingate.stanford.edu/business-travel-expenses/travel-process>

Stanford Egencia: <https://fingate.stanford.edu/business-travel-expenses/resource/stanford-travel-booking-channels-egencia>

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 : <https://itunes.apple.com/us/app/egencia-tripnavigator/id446768364?mt=8>

Stanford United Direct: <https://fingate.stanford.edu/business-travel-expenses/resource/stanford-travel-booking-channels-united-corporate-direct>

Stanford United Corporate Direct enrollment URL: <https://app.smartsheet.com/b/form/84672610a18b4bf7a7d43fc83ecb792c>

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