

RSL Travel & Reimbursement Form

This form may be used by any faculty member, staff, or trainee and serves as both a trip planner and a cover letter for declared travel expenses with or without personal reimbursement.

Turn-in this form and all required documentation to your PI's admin within 10 days of the last day of travel . Receipts may be submitted as either screen shots or in .pdf format, collated or as separate files.

Detailed RSL-specific travel information is available at [RSL Travel Cheat-sheet](#).

Name:

Faculty Advisor:

I have met with my PI and he/she has approved the following:

Use this field ONLY to confirm approval for conference add-ons such as dinners, workshops, CME fees, etc.

Is this trip federally funded (yes, no, partially, unsure)? Please include PTA, if known

Event Title:

Location:

Dates:

Website:

Poster or presentation title/citation:

Please attach an abstract, if applicable

Registration (attach):

Be sure to document any additional fees such as EventBrite usage fees, tax, credit card or bank transfer fees

receipt showing full name, date stamp, and method of payment

registration was previously submitted for reimbursement or clearance

Lodging (attach):

Original itemized paid receipt or "folio" from the hotel noting room service, resort fees, parking fees, city taxes, reservation credit, etc., if applicable (must not be the reservation confirmation but rather the final receipt showing venue name, date stamp and method of payment).

Pre-paid reservation guarantee, if applicable (usually one night's cost), with venue name, date stamp and method of payment.

Paid by Admin T-card

Lodging shared with:

Airfare (attach):

Paid receipt showing travel dates, departure and arrival airports, date stamp and method of payment (must not be the reservation confirmation. Look for receipt download buttons in Egencia, FCM, etc)

Ancillary Fees (pre-assigned seating, baggage, allowable upgrades - with airfare receipt -note here if included)

PERSONAL TRAVEL, before and/or after the event: generate a comparison flight on the SAME DAY you book your personal flights. The comparison flight must show travel dates not in excess of one day before and one day after the duration of the SU allowable event. Attach as a screenshot making sure the date and time are documented. *

Paid by Admin T-card

*Look [here](#) for instructions on how and why to document a flight comparison

Ground Transportation (attach):

Use this field for car service (Uber, Lyft), shuttle, train, bus, or metro click-on/off

Paid receipt showing starting location and destination, date stamp and method of payment of each trip

Bank statement showing metro fees with individual dates (do not consolidate)

Travel Meals (attach where noted):

Check with your PI or Admin for updates

Daily per diem rate as prescribed by RSL and/or PI (indicate below)

RSL or PI per diem rate

Number of days claimed (travel days=.5)

Other Expenses

Paid receipts showing purchase, date stamp and method of payment for allowable incidentals. Include details, if needed. (Examples include: visa fees, poster printing, currency conversion fees, etc)

What to expect:

- minor differences in conversion rates (rates are calculated on the date of purchase)
- possible un-allowable expenses including
 - Flights with personal travel if a comparison flight is not generated
 - Lodging or meal expenses for companion non-Stanford travelers
- up to 3 weeks for the expense report to clear for payment.
- notice of tax liability if travel is not cleared within 60 days of last day of travel