Dept of Energy Resources Engineering: Travel Reimbursement Guidelines

Reimbursement requests will be accepted only when these guidelines have been properly followed.

Find forms at https://earth.stanford.edu/ere/current-student-resources

Complete Certification for Student Travel (page 1)
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**Complete Certification for Student Travel (page 1)**
Travel Fund Application (page 2) Form.

**Students / Postdoc**

- Get your advisor’s approval signature on the Form.

**Research Staff**

- Complete 
  - Certification for Student Travel (page 1)
  - Travel Fund Application (page 2).

- Get Yolanda/Thuy’s financial approval signature on the Form.
  If you plan to combine your trip for multiple meetings or with
  personal business, discuss with them.

**NOW, start conf registration & flight/hotel reservations**
See “Reimbursable Travel Expenses”

**Before Trip**

**DURING Trip**

- Keep all the itemized receipts showing method of payment
  (e.g. credit card type, last 4 digits).

**Reimbursable Travel Expenses**

- **Airfare:**
  - Coach class, lowest fare available.
  - NO travel insurance. NO seat upgrade.

- **Conference Registration**

- **Food:**
  - Max. US$50/day. NO alcohol.
  - NO per diem.

- **Lodging:**
  - Shared rooms required whenever possible. Room rate & parking only.

- **Transportation:**
  - Taxi/Uber/Lyft/shuttle/train to/from airport, hotel, conference site.

- **Rental Car:**
  - Only if no other transportation available.
  - Within the continental US:
    - Stanford has insurance.
    - DO NOT accept any other insurance.

- Use your own credit card. Reimbursement can be processed only after your return.

**AFTER Trip**

- Request a reimbursement within 60 days after your return. Requests made after that will be taxable on Traveler.

- Submit the following docs all together to Stephanie:
  - Signed Student Travel Cert/Travel Fund Form
  - Expense Report Form (Excel).
  - Document showing foreign exchange rate you used (e.g. https://www.oanda.com/currency/converter/; bank statements showing expenses in US$)
  - Conference program showing your presentation or emails proving your travel purpose
  - Itemized receipts taped on paper, grouped by category:
    - Conference registration
    - Airfare
    - Lodging
    - Food
    - Transportation (Taxi/shuttle/train, etc.)
    - Miscellaneous

**Questions?**

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