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

Need to travel for your research?
DON’T make travel arrangements yet! Follow these steps:

Students / Postdoc

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

Research Staff

Complete Travel Fund Application Form (page 2).

Get your advisor’s approval signature on the Form.

Get Sam/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”

Bring the above signed Form to Stephanie to check out the Department credit card (Travel Card).

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

Email the receipts to your Administrator immediately after your purchase on Travel Card.

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.

Outside the continental US (incl. Hawaii): Should accept Insurance.

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

Reimbursable Travel Expenses

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). For foreign currency receipts, convert each expense to US$.
- Document showing foreign exchange rate you used (e.g. https://www.oanda.com/currency/_converter/; bank statements showing expenses in US$)
- 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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