Pre Trip

1. Complete Certification for Student Travel and Travel Fund Application Forms
2. Obtain advisor’s approval signature on form
3. Obtain finance approval from Yolanda, Thuy or Sam
4. Book travel and complete registrations:
   • TCard - Bring forms to administrator to check out TCard OR
   • Use your own credit card (will only be able to be reimbursed after trip)

*If there is a conference rate for hotels, you may book directly through the conference organization.

NEW: hotel*, airfare and car rentals can only be booked by one of the following Stanford Travel booking channels:

Students
• StudentUniverse

Faculty/Staff
• FCM
• Egencia
• United Corporate Direct

During Trip

Reimbursable Travel Expenses

• CONFERENCE REGISTRATION
• LODGING
• AIRFARE: Coach class, lowest fare available. NO travel insurance. NO seat upgrade.
• FOOD: $50 USD per day - alcohol will NOT be reimbursed
• TRANSPORTATION: Taxi, Uber, Lyft, shuttle, train, etc. to/from airport, hotel, conference site

Post Trip

1. Request reimbursement within 60 days after your return. Requests made after 60 days will be taxable on the Traveler.

2. Submit the following forms to your administrator:
   • Completed and Signed Student Travel and Travel Fund Application Forms
   • Conference program showing your presentation details or emails providing travel purpose
   • Itemized receipts scanned to your administrator with expense report (include conversion rate from Oanda if traveling internationally)

Questions?
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