Keeping its travelers safe is Stanford’s top priority. Before booking travel, review healthalerts.stanford.edu for information about traveler safety precautions and related guidelines.

As a reminder, AGM 5.4.2: Business and Travel Expenses and the Fingate website outline the policies and guidance on booking and reimbursing university-sponsored travel. Learn more at: fingate.stanford.edu/travel-policy

**BUSINESS MEALS**

Attendees at a business meal are there for the purpose of conducting university business.

**MEAL MAXIMUMS**

Max per person*; includes alcohol, tax and tip

- Breakfast: Up to $40
- Lunch: Up to $70
- Dinner: Up to $130

*When a business meal is $75 or more, an itemized receipt is required

Schools and units may choose to have lower meal maximums

**HOTEL LODGING**

Per AGM 5.4.2, use Stanford Travel to book hotel lodging. Conference hotels are an exception and may be booked directly at the conference rate, even if it exceeds the guidelines.

**DOMESTIC NIGHTLY ROOM RATE GUIDELINES***

- All Other Domestic: $220
- Palo Alto & Vicinity (10 miles from city center): $450
- New York City, San Francisco: $385
- Chicago: $330

**INTERNATIONAL NIGHTLY ROOM RATE GUIDELINES***

- Varies

Search the Dept. of State Foreign Per Diem Rates by Location by country and city. The “Maximum Lodging Rate” listed is Stanford’s maximum room rate. See fingate.stanford.edu/lodging-policy

*Nightly room rate guidelines do not include taxes and fees.
**Los Angeles area includes Los Angeles County, Ventura County and Orange County

**GROUNDC TRANSPORTATION**

Per AGM 5.4.2, use Stanford Travel to book rental cars.

**BAY AREA AIRPORT TRANSPORTATION**

The traveler should choose the most reasonable and economical option for their needs.

- Up to: $230 Round-trip
- Mileage
- Parking
- Transportation

**DESTINATION TRANSPORTATION**

All ground transportation reimbursement is based on actual expenses and should be reasonable and necessary. Per AGM 5.4.2, use Stanford Travel to book rental cars.

**CAR SERVICE** should only be used for special situations such as a very early or late flight, to/from a remote residence or when the traveler requires assistance. Provide a reasonable and rational explanation in the business purpose.
Receipts are required as an attachment if an individual expense is:

$75 or more

Schools and units may require all receipts

**BUSINESS PURPOSE**

All transactions require a business purpose, which provides the expense justification and includes the “who, what, when, where and why”

**PROOF OF PURCHASE**

Itemized receipts or invoices (e.g., airline tickets, hotel bill, restaurant receipt), or note the lost receipts in ERS

**$ PROOF OF PAYMENT**

Information included on the receipt or separately (e.g., credit card receipts, copy of canceled check, bank statement)

### COMMON TYPES OF TRANSACTIONS

All transactions require a clear and reasonable business purpose, proof of purchase and proof of payment.

Follow the guidelines below for proof of purchase requirements for these common transaction types.

#### NON-PO PAYMENTS

[Link to Non-PO Guidance](fingate.stanford.edu/non-po-guidance)

- **Honoraria**
  - Professional service agreement

- **Conference Fees**
  - Invoice or registration receipt

- **Human Subjects (not advances)**
  - Institutional Review Board (IRB) protocol plan

#### REIMBURSEMENTS

[Link to Reimbursement Guidelines](fingate.stanford.edu/reimbursements)

- **AIRFARE**
  - Itinerary, invoice, ticket or receipt

- **LODGING**
  - Itemized bill (folio)

- **EVENTS**
  - Include event name and all related transaction numbers in the business purpose
  - Vendor agreements, invoices and/or itemized receipts

- **SOFTWARE & SUPPLIES**
  - Consider using iProcurement first
  - [Link to Software & Supplies](fingate.stanford.edu/software-supplies)

- **MEALS**
  - Itemized receipt and attendee list

- **GROUND TRANSPORTATION**
  - Mileage calculation i.e., Google Maps

- **AIRFARE**
  - Itinerary, invoice, ticket or receipt

- **LODGING**
  - Itemized bill (folio)

- **EVENTS**
  - Include event name and all related transaction numbers in the business purpose
  - Vendor agreements, invoices and/or itemized receipts

- **SOFTWARE & SUPPLIES**
  - Consider using iProcurement first
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- **MEALS**
  - Itemized receipt and attendee list

- **GROUND TRANSPORTATION**
  - Mileage calculation i.e., Google Maps