



Keeping its travelers safe is Stanford's top priority. Before booking travel, review [healthalerts.stanford.edu](https://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](https://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



Lunch



Dinner

Schools and units may choose to have lower meal maximums

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

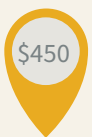
## HOTEL LODGING

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.

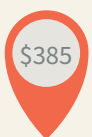
### DOMESTIC NIGHTLY ROOM RATE GUIDELINES\*



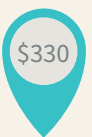
All Other Domestic



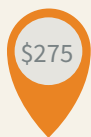
Palo Alto & Vicinity  
(10 miles from city center)



New York City,  
San Francisco



Chicago



Boston, Los Angeles\*\*,  
San Diego,  
Washington D.C.

### INTERNATIONAL NIGHTLY ROOM RATE GUIDELINES\*



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](https://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

## RECEIPT REQUIREMENTS

*Receipts are required as an attachment if an individual expense is:*



Schools and units may require all receipts

## TRAVEL MEALS

A travel meal is an ordinary and necessary meal that occurs while traveling on university business.

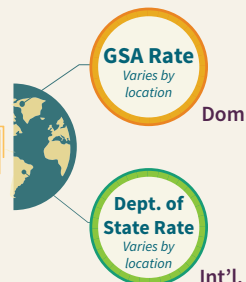
### PER DIEM

ERS will auto-calculate

OR

### DAILY MAXIMUMS

Includes alcohol, tax, and tip for all meals per day



Per diem is required when using a sponsored award

Schools and units may choose to have lower meal maximums

## GROUND TRANSPORTATION

### 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:*

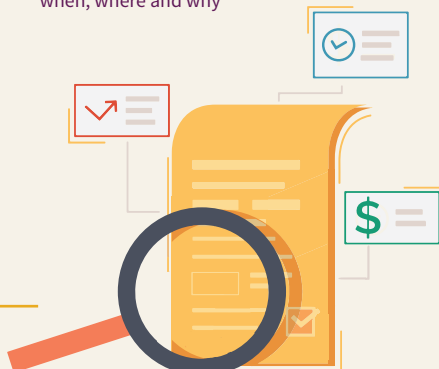
**\$75**

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”



## DOCUMENTATION REQUIREMENTS

### ✓ 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

[fingate.stanford.edu/non-po-guidance](https://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

[fingate.stanford.edu/reimbursements](https://fingate.stanford.edu/reimbursements)



### AIRFARE

[fingate.stanford.edu/airfare-policy](https://fingate.stanford.edu/airfare-policy)

Itinerary, invoice, ticket or receipt



### LODGING

[fingate.stanford.edu/lodging-policy](https://fingate.stanford.edu/lodging-policy)

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



#### Software

Consult with UIT



#### Tech Accessories

Invoice or itemized receipt



### MEALS

[fingate.stanford.edu/meals](https://fingate.stanford.edu/meals)



#### Business Meal

Itemized receipt and attendee list



#### Travel Meals: Daily Max or Per Diem

Proof of travel with dates, e.g., travel itinerary



### GROUND TRANSPORTATION

[fingate.stanford.edu/ground-policy](https://fingate.stanford.edu/ground-policy)



#### Car Rental

Rental agreement



#### Personal Car, Mileage

Mileage calculation i.e., Google Maps