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.

**Travel Booking Policy**

Per AGM 5.4.2, **university-sponsored travel** for faculty, staff, postdoctoral scholars and students **must utilize the centralized travel booking program** (Stanford Travel) **to book**:

- **AIRFARE**
- **CAR RENTAL**
- **HOTEL LODGING**

Exemptions are instances where faculty, staff, postdoctoral scholars and students **are not required to be booked through Stanford Travel** booking channels but should manually enter and update their reservations in the university’s Travel Registry: international.stanford.edu/mytrips

Expenses associated with booking policy exemptions are still reimbursable as long as they are in accordance with expense and reimbursement policies.

**Exempt Types of Travelers**

- **Visitors & Guests**
- **Group Travel** (Groups of 10 or more, going to the same destination)
- **Internships**
- **Onboarding Expense** (house-hunting, moving, etc.)
- **Non-degree programs**

**Exempt Types of Travel**

- **Ticket exchanges**
- **Car Service**
- **Non-passenger vehicles** (Cargo vans, trucks, etc.)
- **Taxi and rideshare apps** (Uber, Lyft, etc.)
- **Public transportation** (Rail, bus, etc.)
- **SU Enterprise Rent-A-Car** (Rental cars booked through the Stanford branch of Enterprise located on historical campus)
- **Regional car rental companies** (Not available to book online through SU Travel and no comparable options available)
- **Conference hotels** (Hotels booked directly at the conference or meeting rate)
- **Non-hotel lodging** (Stanford Guest House, Stanford Faculty Club, Schwab Residential Center, homeshares (Airbnb) or cabins)
- **Remote travel** (Destinations that are hard to access or have limited options)

**Updated March 2022**