

STANFORD TRAVEL Booking Policy & Exemptions

Desk Guide

Learn more at: fingate.stanford.edu/travel-policy



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**:

University-sponsored travel is defined as when the university pays directly or reimburses individuals for travel expenses that are necessary and appropriate to conduct university business. This includes the use of any funding source for which the university has financial responsibility and accountability.

AIRFARE

fingate.stanford.edu/airfare-policy

CAR RENTAL

fingate.stanford.edu/transportation-policy

HOTEL LODGING

fingate.stanford.edu/lodging-policy

EXEMPTIONS FROM BOOKING POLICY

Booking policy exemptions do not require pre-approval but **must** be clearly documented in the Expense Requests business purpose.

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)

EXEMPT TYPES OF TRAVEL

adminguide.stanford.edu/policy-5-4-2



**Non-University
sponsored travel**



Internships



Onboarding Expense
(house-hunting, moving, etc.)



Non-degree programs



Ticket exchanges



Regional airlines

(Not available to book online through SU Travel and no comparable options available)



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)