



Travel and Reimbursement Policy

I. Purpose

The **Travel and Reimbursement Policy** establishes the requirements to pay for necessary and reasonable travel expenses incurred by personnel after they obtain approval for authorized SLAC business, including attending conferences. The intent of this policy is that such payments be fair and equitable to the traveler and SLAC, and is consistent with the travel expense and reimbursement reporting requirements of Stanford University.

II. Applicability

This policy applies to all personnel travelling on authorized SLAC business, including attending conferences, and follows the government laws and regulations applicable to travel expense and the applicable employee income tax reporting requirements. The SLAC National Accelerator Laboratory is a part of Stanford University and funded by the U.S. Department of Energy (DOE); therefore, all reimbursements for travel costs need adhere to the applicable SLAC, Stanford University, and DOE contractually required travel policies and procedures.

III. Policy Statement

The policy of SLAC is to pay for necessary and reasonable expenses incurred by employees and approved non-employees who travel on authorized Laboratory business and/ or attend work related conferences. Travel must be approved in advance of the travel, use the most economical means, and be within per diem guidelines. Air transportation must meet the requirements of the Fly America Act. Expense reports must be appropriately supported by documentation. The processes are covered in the **Travel Expense and Reimbursement Procedures**, found in the [Policy and Procedure Library](#) site.

IV. Definitions and References

DOE - U.S. Department of Energy

Fly America Act - travelers are required by FAR 52.247-63 to use U.S. flag air carrier service for all air travel funded by the U.S. Government

[Stanford University Administrative Guide Memo 36.7 Travel Expenses](#)

Travel Reimbursement Procedure

This procedure covers anyone including employees, visitors, guests, contractors, and students who are authorized to travel on official SLAC business per the **Travel and Reimbursement Policy**.

Responsibilities related to **travel** include the following individuals and groups:

1. **Travelers** are responsible for:
 1. Complying with SLAC travel policies and procedures
 2. Obtaining travel authorization from appropriate level of management
 3. Submitting an approved Travel Expense Report (TER) in a timely manner
2. **Travel Reimbursement Office** is responsible for:
 1. Reviewing all TERs to verify compliance with SLAC policies and procedures
 2. Providing guidance to travelers so they understand their responsibilities for compliance with the appropriate SLAC, Stanford University, and U.S. Government policies and directives on travel.
 3. Identifying and communicating to travelers any new or changed travel policies or procedures
3. **Management** is responsible for:
 1. Authorizing travel and exceptions, in accordance with the current approval requirements.
 2. Supporting and assisting travelers in completing authorizations and expense reports.

The SLAC National Accelerator Laboratory is a part of Stanford University and funded by the U.S. Department of Energy; therefore, accounting for the Laboratory's travel expenses needs to adhere to the respective SLAC and Stanford Policies, DOE requirements, Internal Revenue Service (IRS) regulations, and the Federal Financial Accounting Standards covering domestic travel expense and reimbursement.

I. General

- A. The procedures described below provide the requirements for all employees and non-employees (visitors, guests, contractors, students) to follow who are **required and authorized to travel on SLAC business**. SLAC guidelines covering pre-approvals for the business trip, transportation expenses, subsistence expenses (meals/ lodging), and miscellaneous other travel expenses are highlighted below and covered in detail at [Travel Reimbursement Office travel guidelines](#). General information covering travel expense deadlines, expense report submissions, and Travel Expense Report processing time is covered below and in detail at the [Travel Reimbursement Office website](#).
- B. **The Department of Energy (DOE) and Department of State must pre-authorize all foreign travel**, whether or not the trip is funded by the DOE.
- C. If the traveler's first stop for SLAC business is at a domestic location before travelling on to a foreign country location for SLAC business, the traveler is required to follow the processes required for foreign travel.
- D. Travel between a home and SLAC office, within the SLAC site, and between SLAC and Stanford is a commuting cost, and not a reimbursable business expense.

II. Travel Pre-Authorization

- A. **All official SLAC travel must be pre-authorized by the Traveler's Supervisor or Business Manager**, and the approval documented prior to beginning the trip and before the traveler incurs any travel expense.
1. The required pre-approval forms are located at the Travel Reimbursement Office forms website.
- B. **The DOE and Department of State must pre-authorize ALL official foreign travel**, whether or not the trip is funded by the DOE, in addition to being pre-approved by both the traveler's Supervisor AND Business Manager.
1. **Submission for foreign travel authorization** must be made by the traveler **at least 45 calendar days** before the departure date.
 2. The DOE and the Department of State requires that country clearances be obtained for official travel to a foreign country, and travelers must request and receive a country clearance from the U.S. Embassy in the country to be visited.
 3. Travelers should be aware of the U.S. Government's "[sensitive countries](#)" list, as **it may take longer to obtain DOE approval** for travel to any of these countries..

4. The Travel Reimbursement Office obtains DOE and Department of State approval and country clearances through the Foreign Travel Management System (FTMS) on behalf of the traveler. **Travel without DOE pre-approval in FTMS is at the risk of the traveler, and may not be reimbursable.**

a) If travel plans change after DOE has pre-approved the trip in FTMS to include additional days and countries, the trip must be re-approved.

5. **Foreign Travel Pre-Briefings** – The DOE requires that travelers obtain briefings before embarking on *foreign travel* that is longer than 30 consecutive days duration in one single country. The briefing is an [online training](#) named S.A.F.E (Serving Abroad for Families and Employees) conducted by the U.S. Department of State. Information surrounding this DOE requirement is located at [the Department of State Safe Training website](#).

6. **Immunization Requirements** – Travelers to *foreign locations* are expected to comply with applicable immunization requirements associated with the travel unless a medical exception is granted. The Travel Reimbursement Office recommends that all travelers planning trips to foreign countries visit the [U.S. Department of State travel website](#) for current updates on health, safety, and other information concerning the foreign country to be visited.

7. **Late Submissions** for foreign travel approval require the traveler to complete the Section III “Late Foreign Travel Approval Exception Waiver” in the travel authorization form provided to the Travel Reimbursement Office. Submissions made **less than 30 calendar days** before the proposed departure date **may not be approved** by the DOE.

C. **All visitor travel must be authorized in advance by the Associate Lab Director or an individual with Designated Signature Authority** hosting the visiting person; also, the respective Business Manager must authorize visitors who will be staying at SLAC for longer than six months.

D. **Conference attendance must be pre-approved** by the SLAC Conference Management Group. **Pre-approval to attend a conference is separate and in addition to obtaining approval for travel.** Information on obtaining pre-approval to attend a conference is located at Conference Management website

E. **125% Re-Authorization Rule** - Travel expenses that exceed authorized amounts by 25% or more must be re-authorized. The 25% or more covers additional expenses for travel to additional cities, extra meals and lodging, additional days traveling, etc., when the costs are more than the amounts originally pre-authorized for the respective business trip.

- F. **Employees may not authorize travel** or approve travel expense reimbursement for themselves or for the person to whom they directly or indirectly report.
- G. **SLAC is not obligated to pay** for any travel expenses incurred prior to the traveler providing to the Travel Reimbursement Office all required written pre-approvals obtained from their appropriate management level.

III. Making Travel Arrangements

- A. Preferred Travel Agencies - SLAC has negotiated contracts with preferred travel agencies and travelers are encouraged to use the SLAC preferred travel agencies for their travel arrangements.
1. Preferred Travel Agency service fees will be applied to reservations made by travelers through these agencies, and are **fully reimbursable** when travel is for approved SLAC business
 2. SLAC **will not pay travel costs or fees** that exceed the cost of substantially similar travel available through its preferred agencies or negotiated contracts
 3. Information on the preferred travel agencies is located at <http://www-group.slac.stanford.edu/ocfo/travel/reservation.html>
- B. **Traveler Responsibility** - preferred travel agencies may assist the traveler in complying with SLAC guidelines; however, the traveler always retains final responsibility.
- C. **Business Travel Reimbursement** - Costs are reimbursed only when it is clearly established that work is the primary purpose of the trip. For situations **when personal travel is combined with a business trip**, the traveler is responsible for appropriately segregating the personal costs from the reimbursable business expenses. The rules for airfare, car rental, meals, and lodging for a trip that combines business travel and personal travel, are covered in Section VIII below, and at the Travel Reimbursement Office website.
- D. **Ground Transportation** - Ground transportation is **required for round trips up to 200 miles**, while commercial air travel is generally the most economical and practical for longer trips. Ground transportation includes private automobiles, rental cars, taxicabs, trains, buses, etc., and should be used when other means of transportation are unavailable, more costly, or impractical.
- E. **Group travel** in the same aircraft, automobile, or other mode of transportation is **limited to five employees**, per the terms and conditions of Stanford University's travel insurance covering SLAC travelers.

F. **Cancellations** - Travelers who are unable to honor a reservation are responsible for cancelling the arrangements so they are in compliance with the airline, hotel, etc. agreements.

1. **Unused Airline Tickets** – Travelers are encouraged to rebook unused tickets whenever possible. If it is not possible to use the ticket through rebooking, then it may be payable with proper documentation. An [Unused Ticket Affidavit](#) must be completed and submitted with the TER.

2. Charges or lost refunds resulting from failure to cancel a reservation will not be reimbursed, unless the traveler demonstrates via written documentation that the circumstances for the cancelation were outside their control.

IV. Air Travel

A. **Fly America Act** - SLAC is required by contract to comply with the Fly America Act (FAR 52.247-63). This act requires that only U.S. flag carriers shall be used by travelers on authorized SLAC business - see the Fly America Act policy notes..

1. In order for the traveler to be reimbursed from SLAC funds, the airline ticket must bear a U.S. flag carrier flight number.

2. **Exception to the Fly America Act** - can occur when no U.S. flag carrier flight is available or the trip is fully funded through SLAC by a non-U.S. Government third party, such as a foreign government or international agency. Any exceptions to the Fly America Act rule must be fully documented on a [Fly America Act Waiver Checklist](#) and **approved by the Travel Reimbursement Office**. The checklist waiver form contains the list of exceptions for flying on a U.S. flag carrier.

B. **Lowest Cost Airfare** - All travelers are expected to travel at the lowest cost airfare. Criteria used to determine the lowest cost airfare:

1. Leaves or arrives within a 1-hour window on each side of the Traveler's desired departure or arrival time.

2. Allows the Traveler to choose airports.

3. Is a nonstop flight if requested by the Traveler.

4. Does not include charter flights.

5. Does not require staying over Saturday night unless requested by the Traveler.

6. Does not include circuitous routing when a stopover is required.

C. **Premium Class Airfare** - SLAC does not reimburse traveler for business or first class airfare unless necessary to accommodate a disability or other medical need, as travelers are required to use coach class or similar discounted airfare for all travel. The disability or special need must be substantiated in writing by a medical authority and be pre-approved by the CFO or Controller. **Exceptions** are made for the following:

1. When the Traveler prefers a higher class airfare and has no disability or medical need, the person must pay the incremental cost increase.
2. The Traveler must provide a printout comparison to the lowest cost coach class airfare at the time of booking.
3. The Traveler may use their personal frequent flyer miles to upgrade from coach class airfare, and provide documentation evidence that it is a free upgrade to the traveler.

D. **Advance Purchase** - Travelers who purchase their airfare in advance of a pre-approved trip, can be reimbursed prior to their traveling to the location. Travelers must submit a second (revised) Travel Expense Report upon completion of the trip.

E. **Excess Baggage** - SLAC will reimburse travelers for the cost of checking one personal bag. If the traveler is transporting SLAC materials or on an extended business trip, the cost of excess baggage for business purposes is reimbursable. An explanation must be included with their Travel Expense Report submission.

V. Meals & Lodging

A. **Meals and Incidental Expenses** are reimbursed at federal **per diem rates**.

B. **Lodging** expenses are reimbursed at **actual costs** not to exceed federal **per diem rates**.

C. **Per diem rates** - The traveler is responsible for checking the federal per diem rates before departure, noting that [domestic per diem rates](#) are updated annually and [foreign per diem rates](#) are updated monthly. When a trip includes more than one SLAC business destination and the cities involved have different per diem rates, the per diem rate for each calendar day (beginning at 12:01 AM) is determined by the location where the lodgings are obtained for that night.

1. Geneva, Switzerland (CERN) is at a reduced per diem as indicated on the [SLAC per diem website](#).

D. **Meals and Incidental Expenses (M&IE)** - Per diem amounts for the first and last day of the trip are **reimbursed at 75% of the M&IE rate** applicable for the business destination city visited. The location where lodgings are obtained for the first and last night determine the rate for the departure and return days, respectively.

1. Employees must exclude the cost of meals provided by others from the per diem rate, such as meals that are part of a registration or hotel rate, meals provided by the business site, or meals paid directly by SLAC.
2. Receipts are not required for M&IE expenses incurred up to the standard per diem rates.
3. Meals, internet access, and other incidentals posted on a hotel bill are considered M&IE and miscellaneous costs and recorded under the appropriate expense report heading (not under Lodging).
4. Any exceptions in excess of the standard per diem rates must be supported by receipts and a justification. Exceptions will be approved on a case-by-case basis by the Travel Reimbursement Office Manager.

E. **Lodging Expenses** - Amounts are **reimbursed at the actual cost and within the per diem rate**.

1. If lodging is unavailable at or below the per diem maximum, a detailed written justification must be included with the Travel Expense Report. **The traveler will be reimbursed** up to 150% of the per diem maximum.
2. Conference hotel lodging may be reimbursed up to 300% of the per diem maximum with pre-approval.
3. Refer to Section XIII-C of this Procedure for reimbursement rules when the business traveler and others whose attendance does not constitute a business purpose occupy a double occupancy hotel room.
4. Travelers must submit an itemized hotel receipt for lodging reimbursement; non-lodging expenses such as meals and internet access must be claimed under the appropriate expense heading (M&IE, miscellaneous expense, etc.)

F. **Trips Over 30 Days** - SLAC follows Stanford University's policy for business **travel over 30 consecutive days in one location**. When the circumstances of the travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the long-term visitor or from the use of noncommercial facilities (e.g., house-trailers or camping equipment), the traveler may choose to be paid either for the actual and reasonable cost of meals and lodging or a basic per diem allowance of 55% of the standard rate for the appropriate geographic area.

1. When an individual's **original estimated travel is for more than 30 days** in one location, these reduced rates of **55% of the per diem rate apply from the first day**.
2. When an individual in travel status at a location is granted **extension to a trip originally estimated to be less than 30 days**, the 30-days-or-less rate applies for the first 30 days and the more-than-30-days rate of **55% applies from the 31st day through the end of the trip**.

G. Non-Business Standby Days - Weekends, holidays, and other necessary standby days may be counted as business days only if they fall between business travel days. If the non-business day are at the beginning or end of a traveler's business activity and the traveler arrives early or remains at the business destination for non-business reasons more than 24 hours before or after the business activity, reimbursement is not allowed for the additional days.

1. The only **exception** is when travel is at a lower total cost if the traveler stays over a weekend or holiday, or other additional days, because of reduced airfare.
2. The traveler **must meet the following conditions in order to be reimbursed** for non-business travel:
 - a) Document total cost savings at the time of booking the airfare, comparing actual cost to cost of coach airfare covering business days only and include the printed information in the Travel Expense Report;
 - b) The extra days must be at one business location only when the business trip covers more than one location

H. **Local Travel - Trips of less than 50 miles one way from SLAC** are considered local travel and do not qualify for meals and/ or lodging.

1. Example: travel by SLAC's Menlo Park - based employees to Lawrence Livermore National Lab, Lawrence Berkeley National Lab, and the city of San Francisco are considered local travel. If the employee resides more than 50 miles from SLAC or the local destination point, it is still considered local travel.
2. Exceptions must include the business reason and be approved by the traveler's Business Manager or Associate Lab Director, and the Controller.

VI. Rental Cars

A. **Economical Consideration** - SLAC will reimburse the traveler for the cost of renting a **compact or economy size car** and the respective costs (e.g., gasoline) to operate during the rental period, as long as renting the vehicle is the most economical mode of transportation compared to taxis, shuttle services, and other methods of available ground transportation.

1. For larger size rental cars, the traveler needs to provide written explanation for the rental car upgrade when submitting their Travel Expense Report. Examples of the need for a rental car upgrade includes: 1) two or more SLAC travelers; 2) extra baggage; 3) inclement weather conditions.
 2. GPS is reimbursable when an explanation is provided on the TER as to why the GPS was required. Other additional rental car expenses such as Frequent Flyer "Tax" are not reimbursable.
- B. **Rental Agreement** - Should include the name "Stanford University" (for insurance reasons), along with the traveler's name on the car rental agreement.
- C. **Driver and Location Limitations** - the rental car drivers are limited to the approved traveler names on the agreement; also, the geographic area of business travel is limited to the terms and conditions of the agreement (e.g., geographic/ state locations covered).
- D. **Accident Notification** - in the event of an accident, the Stanford Director of Risk Management is to be promptly notified. See [Stanford University Administrative Guide Memo 28.7](#), Operation of Vehicles, Accidents Involving Rented Vehicles 2.f.
- E. **Additional Insurance** - Travelers should not purchase and will not be reimbursed for additional insurance through the car rental agency when renting a car within the **48 U.S. continental states**.
1. The traveler **is required to purchase rental insurance** from the car rental agency when traveling on SLAC business in a **foreign country or in Alaska and Hawaii**. The cost of car rental agency insurance while traveling on business in a foreign country or Alaska or Hawaii is reimbursable. The insurance purchased is to cover the following:
 - a) Collision damage waiver
 - b) Loss damage waiver
 - c) Supplemental liability protection

VII. Other Transportation

- A. **Private Automobile** - Travel by private automobile based on actual miles driven is **reimbursed at the standard [Internal Revenue Service \(IRS\) mileage rate](#)** at the time of travel.
1. The standard mileage allowance is in lieu of actual automobile operating expenses incurred while using the private automobile for SLAC business travel, and is **reimbursed to one person only** if there are two or more travelers .

2. In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile travel-related costs are allowed: tolls, ferries, parking, bridges, and tunnels.
3. **Traffic and/ or parking ticket charges will not be reimbursed.**
4. Reimbursement for private automobile use will not be more than 105% of miles determined by an Internet mapping site such as MapQuest, Yahoo!, or Google.
5. Mileage must be computed from home whenever the trip does not involve a business stop at the SLAC office and the distance from home is less than the distance from the SLAC office.
6. Employees using private automobiles for SLAC business must **conform to Stanford University's policy on insurance and accidents** - see Section 3 of [Stanford University Guide Memo 28.7, Operation of Vehicles](#).

B. Equivalent Airfare - A traveler may choose to use an automobile or other surface transportation for personal reasons even if air travel is the appropriate mode of transportation. For this situation, surface transportation reimbursement may not exceed the airfare SLAC would have paid if air travel along with the normal cost of ground transportation to and from airports had been used. The cost of meals, lodging, tolls, ferries, and parking while in transit via surface transportation may be reimbursed if the total amount reimbursed does not exceed the equivalent airfare. **Equivalent Airfare determined as:**

1. Coach Class fare plus ground transportation.
2. U.S. flag carrier and 7 day advance purchase.
3. Printout of airfare comparison from online travel site dated 7 days prior to actual travel is included with the Travel Expense Report (if post-travel dated airfare comparison is submitted, the Travel Reimbursement Office will recalculate and reimburse based on the lower of the two equivalent airfares).
4. For two or more individuals traveling together on business, the sum of all airfare and ground transportation amounts are used.

C. Trips Exceeding One Day - SLAC pays the mileage allowance, meals, lodging, and automobile-related expenses if travel by automobile is the most economical mode of transportation available. Otherwise the least expensive mode of transportation will be reimbursed.

1. The traveler must base their mileage request on an average driving distance of 400 miles a day by the most direct route, or the actual number of days taken, whichever is less.

2. Transportation **reimbursement is to one person only** if there are two or more travelers.

D. **Other Methods of Transportation** - includes rail, non-local bus, and commercial vessels when approved in advance by the traveler's Associate Lab Director. SLAC reimburses for these other methods of transportation **up to the cost of equivalent airfare** as defined in this Procedure.

VIII. Personal Travel vs. SLAC Business Travel

A. **Pre-Authorization** - Traveler is allowed to combine personal with business travel as long as **approval is obtained from their SLAC supervisor** before leaving for business travel. The traveler is responsible for all costs over and above the expenses incurred during the time period on SLAC business, unless costs are offset by airfare savings as described in Section V.G of this Procedure. See details covered at Travel Reimbursement Office website.

B. **Expense Receipts** - the traveler's **business expense receipts** turned in on the expense report must indicate the dates of expenditure. Receipts for personal travel are not to be attached to the expense report and the respective personal costs are not reimbursable to the traveler. If a receipt (e.g. hotel bill) is part business and part personal it should be attached and appropriately annotated.

C. **Expenses Payable by Others** - If the cost of business travel by the SLAC traveler is shared with another organization or entity, SLAC will pay for the appropriate portion of the necessary travel expenses.

1. When another organization or entity pays for lodging, meals, etc., **the traveler must reduce the per diem appropriately.**

D. **Indirect Routes** - If the traveler takes an indirect route or interrupts a direct route for personal travel reasons when travelling on SLAC business, the **reimbursement for airfare will be the lesser of the actual amount, or the cost that would have been incurred by traveling the direct route.**

1. The charge that would have been incurred for a direct route must be documented at the time of booking the actual flight, and be based on the dates required for business travel only.

2. A printout of the airfare comparisons must be from an online travel site or the SLAC preferred travel agency, and is to be attached to the traveler's expense report.

E. **Rental Cars** - The **cost of personal use of a rental car** including gasoline, **must be subtracted** from the total bill before requesting reimbursement.

1. The personal portion is calculated by prorating the number of days rented for personal use and the number of days for business use.
 2. Extra rental car insurance costs incurred while in the **48 U.S. Continental states** is a personal expense.
 3. The insurance costs incurred if traveling in a **foreign country or Alaska or Hawaii** is to also be prorated between personal and business, with the personal amount as a SLAC non-reimbursable amount.
- F. **Canceled Trip** - if a business trip, or the business portion of a combined personal/business trip is rescheduled or cancelled for SLAC business reasons, the **associated business costs** of the travel, including cancellation fees, are reimbursable to the traveler.

IX. Personal Travel Expense of Spouse and Others

- A. **Non-SLAC spouse, family member, or other person** - The travel expenses of a non-SLAC spouse, family member, or other person who accompanies the approved business traveler, are not reimbursable by SLAC.
- B. **Exceptions** - Any request for an exception due to extraordinary circumstances must be pre-approved by the Lab Director in advance of the travel.
- C. **Hotel Rates** - When the business traveler and others whose attendance does not constitute a business purpose occupy a double occupancy hotel room, SLAC will reimburse at the single occupancy hotel room rate. The traveler is responsible for obtaining the single occupancy room rate and showing the amount even when the single rate and double rate are both within the per diem rate. The single vs. double occupancy room rate must be documented in the Travel Expense Report. If the single room rate is not provided, the amount reimbursed will be at 85% of the double room rate.

X. Miscellaneous Other Travel Expenses

- A. **Miscellaneous Other** - Allowable, miscellaneous costs essential to the purpose of the authorized travel must be submitted for reimbursement on the same Travel Expense Report as the other travel expenses.
- B. **Allowable & Essential Costs include:**
1. **Telephone, Fax, and Computer connections** - Actual costs of necessary and reasonable business telephone calls, faxes, and computer connections are allowable. Single telephone calls or other expenses costing more than \$75 must be itemized by business purpose with the name of the person called.

2. **Insurance** - Insurance costs covering life, baggage, flights, and personal automobile are not reimbursed by SLAC.
3. **Laundry** - laundry costs will not be reimbursed unless the trip exceeds six days.
4. **Personal Expenses** - costs not directly related to and required for official SLAC travel are not reimbursable.

XI. Visitor Travel Expenses

A. **Visitor Expenses** - Visitors must comply with SLAC Travel Policy and Procedures. The sponsoring Associate Lab Director will issue a **Visitor Invitation Letter, pre-authorizing visitors** to travel on behalf of SLAC and providing a specific description of which travel expenses will be reimbursed, which travel expenses will be direct billed to SLAC (if any), business dates of reimbursement, and limitations on amount. Justification by the Associate Lab Director needs to indicate the benefits SLAC obtains by paying for the visitor's travel costs. The Visitor Invitation Letter for employment interviews will be issued by Human Resources (HR). SLAC is not obligated to reimburse any visitors for travel costs unless the letter is authorized before the time of travel.

1. Visitor Travel Expense Report - A copy of the Visitor Travel Expense Report is posted at Travel Reimbursement Office Forms.

B. **Foreign Visitors** - Foreign visitors seeking approved **travel reimbursements from SLAC or for whom SLAC directly pays** for their travel expenses, **MUST** go to the International Services Office to complete the check-in procedure during their visit.

1. The Travel Reimbursement Office cannot proceed with the reimbursement of travel expenses until the visitor has checked in. The following are required during check-in 1) passport 2) I-94 card 3) appropriate visa documents. The [Visa Document Guidelines](#) provides more details.

C. **Stanford Guest House** - Visitors to SLAC who will be reimbursed for lodging are required to stay at the Stanford Guest House, unless there are no available rooms.

XII. Employment Interview Travel Expenses

A. **Prospective Employee** - Travel expenses incurred for employment interviews are authorized when necessary to recruit key personnel for work positions at SLAC.

1. **Written Invitation** - Travel expenses are allowed to the extent authorized in a formal written invitation to the prospective employee and are subject to the SLAC Travel Policy and Procedures cost limitations for the purposes of reimbursement, including pre-approval before the traveler incurs expenses in the recruitment process.
2. **Other** - Travel expenses incurred by spouses who accompany the prospective employee are also allowed to the extent authorized in the written invitation to the prospective employee.

XIII. Student Travel Expenses

- A. Students may be reimbursed for business travel whether or not they are employees. In most cases, such reimbursements are not tax-reportable to the Internal Revenue Service as income to the student, provided documentation is available showing that the travel was for official SLAC business.
- B. Refer to the [Stanford Administrative Guide Memo 36.7 section 11](#) for more details on Student Travel and Tax issues.

XIV. Recordkeeping and Reimbursement

- A. **Travel Expense Report Preparation** - The traveler is required to prepare a Travel Expense Report to account for all travel costs that are to be charged to SLAC.
 1. The completed and approved Travel Expense Report should be **submitted within 10 working days after returning from each trip.**
 2. For Travel Expense Report submissions occurring **after 60 days** of the traveler returning from their trip, **a detailed explanation for the delay is required**, as payment may be subject to tax reporting under IRS rules.
 3. If all expenses cannot be submitted on one Travel Expense Report, subsequent requests must reference the initial Travel Expense Report submission.
 4. The Travel Expense Report must include the following information:
 - a) **Purpose** - description of the direct relationship of the travel to an official SLAC function, including the purpose for any stopovers en route to business location;
 - b) **Travel Dates** - all days from date of departure through the return date must be included in the Travel Expense Report. Personal days must be documented on the Travel Expense Report, if incurred;

c) **Expenses** - costs for transportation, hotels, meals and miscellaneous other expenses must be listed by date and location of occurrence on the Travel Expense Report.

5. A copy of the **Travel Expense Report form** is located at Travel Reimbursement Office forms.

B. **Recordkeeping** - Traveler **must submit all receipts for airfare, hotels, car rentals, and any unusual expenses regardless of dollar amount**, with their expense report submission. The traveler does not need to submit receipts for reimbursement of M&IE or other expenses for amounts under \$75; however, the amounts claimed must be accurate.

1. **Documentation** - SLAC follows IRS rules; the traveler must include the date, cost, and business reason for the expenditures on their expense report.

2. **Expense Receipts** - Dated original receipts or invoices for expenses of \$75 or more, airfare, and lodging must be provided as backup to a properly completed Travel Expense Report, as evidence of payment.

a) Foreign travel receipts must have the U.S. dollar equivalent attached. If a copy of an exchange receipt is provided, reimbursement will be at the rate on the receipt. If a copy of the traveler's credit card statement is included with the receipts, reimbursement will be for the amount shown on the statement.

b) Currency Converter – When an exchange receipt or credit card statement is not provided, follow the instructions under Currency Conversion on the [Travel Reimbursement Office website](#).

3. **Electronic images of receipts** - Electronic images attached to the Travel Expense Report are considered the document of record, and the originator should destroy the original paper receipts once the Travel Reimbursement Office has completed processing and the Travel Expense Report has been paid

4. **Credit Card Statements** - are proof of payment, but are not considered to be itemized receipts, and are generally not enough documentation standing alone.

5. **Check Payment** - if proof of payment by check is required, a copy of the cancelled check or bank statement is sufficient.

6. **Examples** - expense receipt examples:

a) **Transportation Tickets** - passenger copies of air, rail, bus, and boat tickets indicating dates and times of departure, ticket/ confirmation numbers, class of service, fare basis, and cost of ticket along with proof of payment (e.g., card being charged);

b) **Rental Car Agreements/ Bills** - original car rental agreements or invoices showing proof of payment;

c) **Hotel Bills** - itemized lodging bill or express checkout itemizing receipts showing credit card being charged, unless a per diem allowance is claimed for the trip. There will be no reimbursement of meals charged to the lodging bill - meals are paid as part of M&IE per diem;

d) **Ground Transportation** - expenses under \$75 are reimbursed without a receipt - the amounts claimed must be accurate.

C. **Missing Receipts** - The traveler needs to obtain a duplicate of a missing receipt from the respective billing agency (i.e., airline, hotel, rental car). If a required original receipt is not available, the traveler must include a completed and approved [lost receipt affidavit](#).

D. **Improperly Completed Forms** - The traveler is responsible for the accuracy and completeness of the Travel Expense Report and submitted backup receipts.

1. If the request is not properly completed, reimbursement will be delayed.
2. The Travel Reimbursement Office needs to receive all required backup documents before a reimbursement can be processed.

E. **Travel Expenses and Arrangements to be Reimbursed by Others** - The traveler must submit written explanations for reimbursement to be received from other sources.

1. The explanation must clearly detail all expenses for the trip, and include the source name, address, and amounts, even though SLAC will reimburse only the portion attributable to SLAC.
2. Foreign visitors to SLAC need to report in to the International Services office whether or not they are reimbursed directly or by SLAC on their behalf.

F. **Travel Expense Report Approval** - The respective business manager or his/her designate must approve the completed Travel Expense Report before it is submitted for reimbursement.

1. **No one is allowed to approve travel expenses for herself/** himself or for an individual to whom she or he reports to directly or indirectly.
2. Regardless of approval confirmation, by signing the request for reimbursement, **the traveler is attesting** that the expenses relate to SLAC business and **comply with the SLAC Travel and Reimbursement Policy**, and that all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expense actually incurred are reflected in the reimbursement request.

XV. Travel Reimbursement Approval Thresholds

A. The following **thresholds for approvals** apply for reimbursing travelers for trips; all Travel Expense Reports that require approval of the CFO, Deputy CFO, or Controller is to first be routed to the Travel Department Manager.

1. Travel **under \$2,500** for domestic/visitor or **\$4,000** for foreign- Approval by trained processor (determined by the Travel Reimbursement Office Manager).
2. Travel **from \$2,500 to \$5,000** for domestic or **\$4,000 to \$5,000** for foreign - Approval by the Travel Reimbursement Office Manager.
3. Travel **over \$5,000** - Approval by Controller
4. In addition, additional approvals are required in the following instances:

Situation	Approver
Exception - non-US carrier	Travel Reimbursement Office (TRO) Manager
Exception - upgraded air class	CFO, Deputy CFO or Controller
Exception - weekend stay-over	Business Manager/designate and TRO Manager (w/justification by traveler)
Exception - excess per-diem (lodging)	TRO Manager
Exception - excess per diem (M&IE)	TRO Manager
Exception - lodging 50 mile	Business Manager, or Associate Lab Director or Designate and Controller
Exception - Cancelled trips	Business Manager/ designate and TRO Manager
Exception - Authorization after travel begins	Business Manager, or Associate Lab Director or Designate and Controller
Lab Director	Stanford University Vice Provost for Academic Affairs
Associate Lab Director	CFO, Deputy CFO or Controller
Russian Visitors (funded by Russian Ministry)	Approved by Business Manager/ Financial Analyst responsible for Russian Visitor account
User Account Visitors	Approved by Business Manager/ Financial Analyst responsible for User account