

Travel and Reimbursement Departmental Procedures

This memorandum explains departmental policies and procedures. No part of this memo is intended to violate any established university policies, which take precedence.

University Policies

University policies concerning travel are addressed in Administrative Guide Memo 36.7 (http://adminguide.stanford.edu/36_7.pdf). Of particular note in the university memorandum: "Expenses should be submitted in a timely manner. Absent exceptional circumstances, expenses submitted more than 60 days after completion of travel will be reported as additional income to the individual, in accordance with Internal Revenue Service guidance." To allow for processing time in the department as well as the central disbursements office, faculty submitting expenses less than three weeks before this 60 day window ends cannot be guaranteed that their reimbursements will not be tax reportable.

Reimbursement Timelines

University policies concerning reimbursement of expenses are addressed in Administrative Guide Memo 36.4 (http://adminguide.stanford.edu/36_4.pdf).

The department expects travel expenses to be submitted for reimbursement within two weeks (10 business days) after returning from a trip. Barring any delays caused by incomplete documentation, the department will process travel expenses within two weeks of submission. The central disbursements office normally processes reimbursement requests within two weeks. Therefore, under ordinary circumstances travel reimbursements are typically completed within four weeks of submission to the department.

Rush service may be requested; this service accelerates processing in the disbursements office. When rush service is requested at the time expenses are submitted, the department will attempt to process expenses within one week of receipt. Therefore, when rush processing is requested and the department is able to expedite its internal processing, the reimbursement is usually completed within two weeks of submission. The disbursements office charges a rush processing fee of \$35.00, which will be charged to the faculty research account. In order to maintain workflow efficiency, the department expects rush processing to be the exception rather than the rule.

Travel Advances

University policies concerning advances are addressed in Administrative Guide Memo 36.3 (http://adminguide.stanford.edu/36_3.pdf). Expenses that can be reimbursed in advance are typically limited to airfare. As in all other instances of expense reimbursement, proper documentation must be provided for a travel advances to be processed.

Travel Card

The validator is responsible for validating travel charges in Stanford's iOU Reimbursement and Expense Reporting system in a timely manner. Travel Card charges appear in iOU within 1-3 days of the transaction date. The department expects faculty to provide a copy of the itinerary or eticket for all flights and/or advance purchase of lodging. The validator requires this information to enter a clearing date and to confirm that the purchase is legitimate.