

# GCEP Travel Guidelines and Reimbursement Policies

## Reimbursement Policy

The University's policy is to reimburse travelers for necessary and reasonable expenses incurred for authorized GCEP business. The intent of this policy is that reimbursement be fair and equitable to both the traveler and the University. Visitors traveling on business are responsible for complying with University travel policy as described in Administrative Guide Memo 36.7 and should exercise the same care in incurring expenses as they would in personal travel. Please note foreign visitors require additional documentation for reimbursement.

## Air Travel

Submit the original airline itinerary and proof of payment for airfare (include ticket number). Stanford reimburses coach class fares for domestic and international flights. More expensive transportation may be used if the traveler pays the incremental difference over the documented allowed cost. Explain in the notes a travel origin or destination other than your home location. If an indirect route is taken for purposes other than GCEP business, reimbursement for airfare will be at either the actual charge or the charge that would have been incurred by traveling the direct route by the most economical means, whichever is less.

## Hotel

Submit the itemized hotel bill. GCEP may reimburse each night that is required for GCEP business and up to one additional night at the beginning and/or end of the trip. Additional nights may be reimbursed if arrangements are approved in advance. Except for handicapped persons, valet parking is not a reimbursable expense.

## Taxis and Public Transportation

Cab fare from San Francisco International Airport to Palo Alto is approximately \$85 including tip; the fare from San Jose International Airport is approximately \$60 including tip. CalTrain and BART train systems are also options from both airports. The Marguerite, Stanford's free shuttle, serves the campus and nearby surrounding areas. For more information see:  
[www.stanford.edu/home/visitors/directions](http://www.stanford.edu/home/visitors/directions)

## Car Rental / Personal Vehicle

Submit the car rental contract itemizing all charges. While traveling on GCEP-related business, additional insurance from the car rental agency is unnecessary and cannot be reimbursed. Private vehicle mileage may be claimed at 55.cents per mile from residence/work to the airport and return, plus parking and any tolls.

## Meals

Submit original itemized meal receipts. Include the business purpose of meal on the receipt. Meals exceeding a reasonable dollar amount may not be reimbursed in full. Alcoholic beverages are allowable with meals within reason, but please itemize separately; a separate bill is preferable.

## Submitting a Reimbursement Claim

Use the Travel Expenses Summary on the reverse to submit your travel reimbursement claim **no later than 45 days** after travel. This is to prevent your reimbursement from being reported as income to the IRS. Do not submit a travel claim to your employer. Stanford University policy does not allow payment of such claims. Submit your signed original claim by mail or courier directly to:

Reimbursement Claim  
GCEP  
Stanford University  
The Jerry Yang & Akiko Yamazaki Environment  
and Energy Building, Ste. 324  
473 Via Ortega, Mail Code 4230  
Stanford, CA 94305

- Submit receipts. Credit card billing statements cannot be considered to be itemized receipts except for airfare (when ticket information is listed).
- The Business Purpose must state a relationship to GCEP business.
- Checks are mailed in US Dollars unless otherwise requested.
- Please expect a five-week processing time from the day the claim is received.

## Contact GCEP

*Girley Tegama* Tel: (650) 724-6740  
Email: [gtegama@stanford.edu](mailto:gtegama@stanford.edu)  
*Nancy Sandoval* Tel: (650) 725-3230  
Email: [sandoval@stanford.edu](mailto:sandoval@stanford.edu)

