

Determining Payment Method for Expense Reimbursements/Allowances (effective 8/31/2011)

Payee Affiliation*	Expense Description	Expense Categorization	Request Payment Via	Taxable Income
Medical Residents (SHC or LPCH Employees)	Conference/Training Fees Travel Expenses Computers Books & Supplies	Fellowship	SU-21	Yes
Clinical Fellows (SHC or LPCH Employees)	Conference/Training Fees Travel Expenses Computers Books & Supplies	Fellowship	SU-21	Yes
Postdoctoral Scholars (University Employees or Scholars)	Conference/Training Fees Travel Expenses**	University Business Expense	Travel Card and/or Oracle iOU	No***
Postdoctoral Scholars (University Employees or Scholars)	Computers Books & Supplies	Fellowship	GFS	Yes
SU Employees or others who have incurred expenses with a University business purpose	Travel Expenses Misc. Expenses Employee Morale	University Business Expense	Travel Card , Purchasing Card and/or Oracle iOU	No***

University policy for reimbursement of business and travel expenses is documented in Administrative Guide Memos 36.4 and 36.7 respectively. Business expense reimbursements are generally made to employees of the University when they incur expenses in support of official University activities. Payments to students and scholars with an educational affiliation with Stanford are in alignment with the University's educational mission, but in most cases must be categorized as scholarly support or fellowship rather than as a business expense.

On occasion, a Medical Resident, Clinical Fellow or Postdoctoral Scholar may incur an expense on behalf of the University that should be categorized as a business expense. Examples would include:

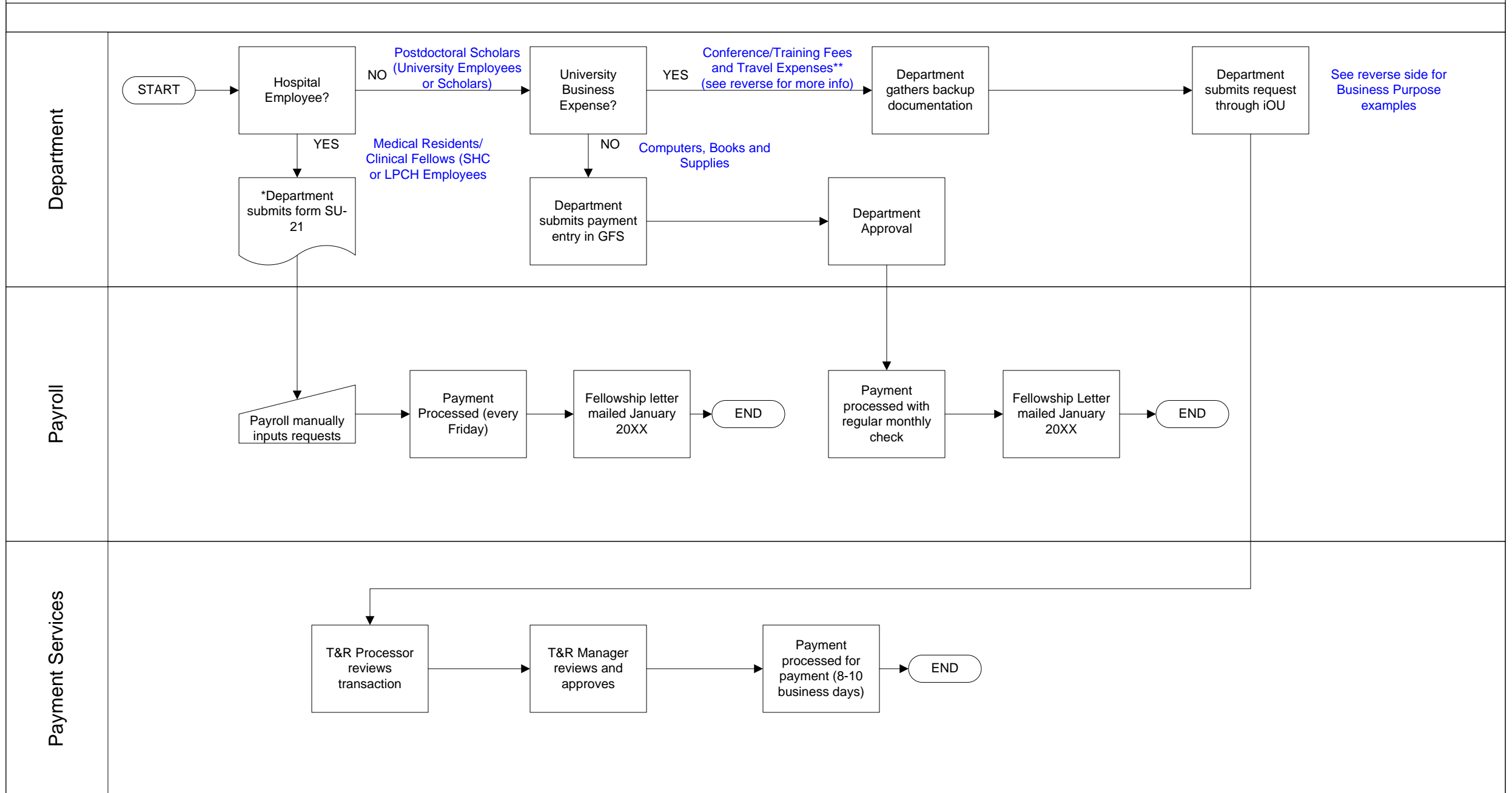
- the purchase of food for a meeting hosted by a University department and attended by faculty, staff and/or students
- an employee morale function for a work group that includes faculty, staff and/or students
- purchase of a supply to be used by an entire University lab that was purchased outside of normal department purchasing procedures because of a lab emergency (Note: equipment and/or supplies purchases that will be exclusively used by the Resident/Fellow/Scholar must be treated as fellowship and 'reimbursed' as such)

* It may expedite processing of the payment request to note the payee affiliation with the University or Hospital as stated in the chart above.

** Conference and training fees, and travel expenses, meeting University policy as documented in Administrative Guide Memo 36.7, Section 11b. If the expense being reimbursed falls outside of this policy statement, the postdoctoral scholar should be granted fellowship in GFS.

*** University business expense reimbursements must be substantiated within 60 days of the date that the expense was incurred or the travel was complete. Expenses submitted after 60 days will be reimbursed in compliance with University policy, but IRS guidelines require that the reimbursement be made taxable to the person incurring the expense.

Determining Payment Method for Expense Reimbursements/Allowances (effective 8/31/2011)



* SU-21 submitted to Payroll by campus lockbox (Tresidder), fax, mail and ID mail.