



Stanford Travel Packet

Traveler name

Departure date

Trip name

Return date

Before Your Trip



- Save proof of lowest airfare (screenshot of available fares at time of booking), if
 - trip was not booked through Orbitz for Business, or
 - a portion of travel is personal



- Researchers traveling abroad with a Stanford-owned digital device, complete the export control decision tree: <http://doresearch.stanford.edu/ectree>

During Your Trip



- Identify all alcohol or write "No Alcohol" on each receipt
- Indicate meals you purchased for others
- Indicate meals provided for you
- Provide itemized receipts for meals over \$75



- Collect itemized lodging receipts
- Highlight any personal expenses
- Note: Stanford only reimburses for standard rooms



- Collect ground transportation receipts
- Track any business mileage using your personal vehicle
- Note: rental car insurance NOT needed or reimbursed except in Hawaii and outside the U.S.



- Indicate meals provided by the conference
- Save conference agenda



- Record all details for missing receipts over \$75

Notes _____

Need Help?

Change itinerary - Orbitz for Business	800.718.4413
Stanford policy questions	650.723.2772

Report a lost/stolen Stanford travel card	
Inside the US	800.316.6056
Overseas (call collect)	+1 847.488.4441

Need 24/7 medical or security assistance while overseas?
 Philadelphia +1 800.523.8930 Singapore +65 6338.7800
 London +44 0.20.8762.8008 Sydney +61 2.9372.2468
www.InternationalSOS.com
 Stanford Comprehensive Membership # 11BCPA000272

For additional emergency contacts <http://oia.stanford.edu/>

Notes:

To order at no cost, [click here](#); or contact the Financial Support Center (1-650-723-2772) or finhelp@stanford.edu

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