



PRIDEnet Summit 2024: Reimbursement Guide

Dates: March 25-26, 2024

Location: Stanford Faculty Club, 439 Lagunita Dr, Stanford, CA 94305

Welcome! We are so excited to have you join us for the PRIDEnet Summit 2024 on Stanford's campus. We are glad to help support pre-approved travel expenses for attendees who we have directly communicated with about this. This document includes descriptions of Stanford's airfare, ground transportation, and meal reimbursement policies and a how-to guide on how to be reimbursed as a Stanford visitor.

Stanford will pay for your airfare and hotel reservations directly, so **only the following costs are reimbursable** when purchased in accordance with Stanford policy and appropriately documented as outlined further in this guide:

- 1) pre-approved ground transportation
- 2) meal expenses up to \$40/day each day of the Summit and up to \$90/day when traveling the day before and the day after the Summit (if applicable), and
- 3) checked bag fees (one checked bag per arrival/departure flight)

If fronting the costs of the above items not being paid for by Stanford directly poses a challenge for you, please reach out to Operations Specialist Ari Pefley at apefley@stanford.edu **as soon as possible** to explore possible solutions together. **All expenses other than the ones noted as reimbursable are your responsibility.** The expenses of a spouse, family member, or other person accompanying you are not reimbursable.

Please read this document carefully and thoroughly to prevent any potential issues, as we want to ensure that you are reimbursed as conveniently and as quickly as possible following the completion of your travel.

Reimbursement, Step-by-Step

1. **Get set-up in Stanford's visitor database.** You should have received an email from Stanford University Procurement with a link for submitting bank information and reimbursement preferences. Complete this



set-up in a timely manner, as it may present issues later on in the process. The subject line for this email is “*Confirmation from Stanford University*” from email address finhelp@stanford.edu. Please contact Ari Pefley (apefley@stanford.edu) if you have not started this process.

2. **Be mindful of which expenses are reimbursable while you travel.** If you are traveling with someone else, such as a family member or friend, purchase their expenses on a separate receipt because these expenses are not reimbursable by Stanford. Non-reimbursable expenses, such as alcohol, should also be purchased on a separate receipt.
3. **Keep careful track of your receipts during your trip.** Expenses without receipts cannot be reimbursed. It is recommended to take pictures of your receipts throughout your trip for easy tracking. The receipt must be itemized, dated, and include the last four digits of the card used for the purchase.
4. If necessary, **digitize your receipts** once your trip is completed using a scanner or taking a picture on your phone. Please submit your receipts as **PDF** files.
5. **Edit the file names of your receipts** with your name, the date, and the purpose of the receipt for easy tracking. An example filename might look like, “J. SMITH – 20230321 Dinner”. This simplifies the reimbursement process and reduces the need for follow-up emails.
6. **Submit your receipts to our [Reimbursement Form](#) by Wednesday, April 10th, 2024**, approximately ten business days following the completion of your travel. Here is the link again:
https://stanforduniversity.qualtrics.com/jfe/form/SV_3mExOU7Jj86hUTc

This deadline is to prevent receipt loss and to have expenses reimbursed soon after travel has been completed, as well as making sure that any questions about the travel itself can be answered in a timely manner. If expenses are processed too long after travel has completed, travelers may not remember all the details of their travel.
7. You may be emailed questions about your travel if there are missing receipts or discrepancies. **Please be on the lookout for and responsive**



over email.

8. Once all of your receipts have been submitted, you should receive your reimbursement via direct deposit **within approximately twenty business days**. Some travelers may receive their reimbursements sooner.

AIRFARE

If you requested to travel via air, you will receive an invitation from Egencia to book your flight directly according to Stanford policy and any accessibility accommodations needed. All air travel booked by Stanford will be economy class. Stanford University will only book flights which follow the most direct route without detours or layovers for personal reasons in either direction.

We can reimburse **one checked bag** for your departure flight and one checked bag for your arrival flight. We will not reimburse other ancillary airline fees, such as on-board meals, seat upgrades unless pre-approved, alcohol, Wi-Fi, etc. Please reach out to Ari Pefley at apefley@stanford.edu if you have an accessibility request in this regard.

GROUND TRAVEL REIMBURSEMENT

Travelers should use reasonable and economical means for travel to and from the airport. **The university reimburses for actual expenses when traveling to or from an airport, including personal mileage, parking fees, ride share services, and taxi fares.** When the cost of airport parking is considered, shuttle or ride services are usually the most economical solution for trips lasting 3 days or longer. The use of ride share services (such as Lyft and Uber) is not required, even if it is the most economical option.

We will reimburse your travel for the following four trips:

- your home to your departure airport,
- your arrival airport to your hotel,
- your hotel to the airport, and
- your airport to home.



Shuttle transportation will be provided from your hotel to the Summit venue (Stanford's campus) and from the Summit venue back to your hotel. If you choose to not use the provided shuttle service, you will be responsible for covering all costs associated with getting from the hotel to the Summit venue which will not be reimbursed.

Stanford will reimburse your 'direct line' to and from your destination but will not reimburse any additional trips. For example, if you were to take an Uber trip from your hotel to a nearby restaurant, this would not be reimbursable. If you take an indirect route or interrupt a direct route, payment for transportation expenses will be at either the actual charge or the expense that would have been incurred by traveling the direct route by the most economical means, whichever is less.

As with all reimbursements, receipts are required. Ground transportation receipts for Uber/Lyft trips must be itemized to include the fare, any additional fees, and the tip. A screenshot of the receipt provided in-app is sufficient as long as it includes this information.

Tips to drivers can not exceed 20% and should be based on the subtotal that excludes tax, discounts, and fees. Please pay attention to this rule, as the automatic tip recommendations within many rideshare apps (e.g., Lyft, Uber) are often outside of this guidance and so you should instead enter a tip amount manually that is within this guidance. Any overage cannot be reimbursed.

MEALS

All reimbursement requires an itemized receipt of expenses, including meals. **The daily meal reimbursement maximum per person is up to \$40 per day on both days of the Summit, and up to \$90 per day for your travel days the day before and the day after the Summit (if applicable).** Breakfast and lunch will be provided on both days of the Summit, but dinner will not.

This includes the actual cost per person for food, tax, and tip. The total cost for the meal, including all fees, taxes, and tips, should not exceed the daily per person maximum.

Tips should not exceed 20% based on the total excluding tax, discounts, and fees (such as for food delivery).



Meals with alcohol cannot be reimbursed. If you purchase alcohol with your meal, it is recommended that you purchase the alcohol on a separate transaction that you pay for separately than the meal items you will submit for reimbursement.

HOTEL

Participants will be staying in individual rooms at the [Creekside Inn](#) in Palo Alto, CA, which PRIDEnet has already reserved. You will receive an email by 3/18 from the Creekside Inn with details about your room, check-in date/time, and check-out date/time.

Rooms have been paid for in full by PRIDEnet for the pre-approved dates. In efforts to reduce barriers for our Summit attendees, we have made arrangements with the hotel so you will **not** have to provide your personal credit card upon check-in so you will **not** have a temporary amount held on your account. However, any additional hotel charges (e.g., mini bar snacks) **must** be paid for by you directly and not charged to the room. As always, be respectful guests as you will be fully responsible for paying for all costs associated with damage you cause to the room or hotel.

Please reach out to Operations Specialist Ari Pefley at apecfley@stanford.edu if you have questions or concerns.