

Expense Report Form

Stanford Center for Mind, Brain, Computation and Technology

Travel expense reimbursement guidelines

- The following Stanford and/or Wu Tsai Neurosciences Institute policies apply to all travel expenses:
 - Airfare: economy only (unless documented medical need)
 - Lodging: maximums vary by city; see bit.ly/lodgingmax
 - Meals: there are two options for meal reimbursements
 - (MBCT only) \$75 limit per day (domestic) or \$125 limit per day (international) - individual meals are limited to \$20 for breakfast, \$35 for lunch, and \$100 for dinner -receipts required
 - Alcohol is limited to \$25 per meal; please mark the top of receipts containing alcohol with the letter "A"
 - (MBCT or NeuroTech) Per diem rate - no receipts required
 - Only out-of-pocket expenses can be reimbursed (e.g. value of frequent flier points cannot be paid)
 - Tips are limited to 20% for meals, ground transportation, etc.
- Please submit the expense report and required documentation to mbct-center@stanford.edu as soon as possible after the completion of travel – preferably within 3 to 5 days. Receipts submitted after 60 days will be tax reportable. Stanford University's accounting office typically requires 3 to 4 weeks to process reimbursements once all documents are received.

Required submissions in addition to this form:

- Itemized, original receipts for airfare, ground transportation, hotel, meals, etc.
- If flights include additional days or destinations for personal travel, please also include screenshot of round trip fare as if you were traveling only for the business event
- (If applicable) Foreign currency conversion sheet. On this expense report form, please mark expenses in USD, as calculated using the conversion sheet.
- **Students:** Certificate of Authorized Expense form signed by PI
- **Students:** Copy of the conference program or agenda, AND, if you presented, copy of the agenda page showing your name and the title of your presentation/poster

Itemized expense report

Name _____ Dates of travel _____

Email _____ SUNetID (Stanford affiliates) _____

Purpose

As part of your purpose, please include your talk or poster title, and the conference name and location, if relevant. Students: please explain the relevance of the expenditure or travel to Stanford education or research goals.

Airfare

For each journey by air, clearly list your 1) date of travel, and 2) origin and final destination cities. For unusual routes (e.g., different departure and return locations), please contact mbct-center@stanford.edu for further instructions.

Total cost (USD) _____

Required documentation: Original e-receipt or passenger receipt

Ground transportation - personal vehicle use

For each use of your personal vehicle, clearly list your 1) date of travel, 2) origin and destination locations, and 3) trip mileage.

Total mileage (miles) _____

Required documentation: A screenshot of a Google Maps screen that shows the start and end points, and the total mileage.

Ground transportation - other (e.g., taxi, rideshare or public transit; tolls and parking)

For each other use of ground transportation, clearly list your 1) date of expense, 2) expense type (e.g., parking, toll, or mode of travel), and 3) location or origin and destination locations.

Total cost (USD) _____

Required documentation: Receipts for taxi/shuttle/limo service (or other forms of ground transportation), and/or for tolls or parking.

Lodging

For each lodging location, please list your 1) dates of lodging, 2) lodging's name, and 3) city, state, and country.

Total cost (USD) _____

Required documentation: Itemized hotel receipt or credit card charge receipt.

Meals

For each day of travel, please list the 1) date, 2) amount spent per day. If you are a NeuroTech trainee choosing to claim a per diem instead, please list any meals provided by the conference or event.

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Total cost (USD) _____

Required documentation: Original receipts with detailed charges. Any lines on the receipt representing alcohol must be noted on the receipt with an "A".

Conference registration or other expenses not listed above

For each other expense, please list the date and give a few words of description of the expense.

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Total cost (USD) _____

Required documentation: Receipt for conference registration or additional expenditures.

Total in U.S. dollars (excluding personal vehicle use and per diem meals) _____

Please remember to include the required documentation described above.

Please email completed form and all receipts and other required documentation to:

mbct-center@stanford.edu