

Travel Request Instructions for Students

- Register with [Stanford Travel Orbitz](#) before arranging any business travel. Stanford encourages use of their travel management system with negotiated rates for all business travel.
- Submit your posters, presentations or other content by the conference deadline. Except under unusual circumstances, permission will not be granted if you have not submitted material.
- Plan your travel and submit your request form **at least** two (2) months prior to actual domestic travel and three (3) months prior to international travel. Submit the signed/approved [Student Certification form & Travel Request form](#) found under the BMI Travel section prior to making travel arrangements. **Do Not register for conferences, pay for travel or reserve lodgings until you receive approval for travel.**
 - The GSA per diem rates can be used to estimate your lodging & meals expenses on the travel request form.
<http://www.gsa.gov/portal/content/104877>
- If your trip includes foreign locations, refer to [Stanford's Fly America guidelines](#) for acceptable carriers **prior** to booking your flight.
- Failure to obtain written approval **prior** to travel or change in travel after original booking means you assume financial responsibility for the travel in the event the Program Director does not approve the expenditure.
- In some instances, the BMI program will limit reimbursement, e.g., the program may only reimburse for the early bird registration fee. Since these deadlines can be 2-3 months before the actual event, you will need to submit your request far in advance of the deadline stated above to receive full reimbursement. Contact the BMI Student Services Officer for your total travel expenses allocation.
- Approval is contingent on satisfactory progress and submission of your student progress reports.
- If you are making a multi-stop trip to attend two conferences or workshops at two different locations, complete a separate travel request form and student certification for each leg of the trip
- For some trips, you may receive financial support from multiple sources. You need to obtain approval (in the form of signatures), account information and amount of support for each source. Russ Altman or Steven Bagley are approvers for the BMI program. If you have additional sources of funding from your research advisor you will need his or her signature as well.
- List the names of two people that you would like to meet during the event (fill in "Contact", items A and B, on the form). Describe why you would like to meet these people. The point of these events is to meet people whose interests are congruent with yours; this can be difficult in the short amount of time available. The BMI exec may be able to assist with introductions or identify people in the field and arrange for a meeting during the conference.
- Reimbursement criteria for one-day travel, e.g., San Francisco, differ radically from those for longer trips. Consult the [Travel](#) section of the [Gateway to Financial Services](#) or your Student Services Specialist about eligible expense categories and major changes.
- Travel expenses for the annual BMI Retreat cannot be reimbursed.
- Airfare, lodging and conference registration can be arranged using the departmental travel card. Contact Student Services staff if you plan to use the Tcard. Send electronic receipts for any Tcard transactions to nlennart@stanford.edu as soon as you receive the purchase confirmation.

Tracking Expenses

- Ask for and keep itemized receipts, no matter how small the amount, for all BMI related expenses to submit for reimbursement upon your return. Credit card signature receipts are not adequate for reimbursement as they do not show itemized purchases. Alcohol will not be reimbursed.
- Per Diem is an option available to students. When using per diem it is vital that you retain your boarding passes to show proof of travel.

After travel is completed, proceed with this reimbursement procedure

Using the [Student Request for Travel](#) form, submit the following to the BMI Student Services Officer within one week of the end of the event/travel:

- Original **itemized receipts** and payment made in your name in the form of electronic receipts, credit card statement, or processed check for:
 - a. Conference registration, airfare, lodging, meals, other transportation, incidentals, other conference related expenses
 - i. Include a list of names of all persons included in a meal if you paid the bill for more than yourself
 - ii. Evidence of registration is required even if registration reimbursement is not being requested or if registration fees were waived.
 - b. Printed [Oanda currency converter](#) equivalent for the date you made the purchase, or the date you exchanged for cash
 - c. Conference agenda or program showing your participation
 - d. Boarding passes as proof of travel are required for per diem
 - e. Electronic receipts can be printed and delivered to MSOB x215 or emailed to nlennart@stanford.edu
 - f. Tape small receipts and boarding passes to an 8.5x11 portrait orientation, single sided sheet for submission

Required travel forms are found under the BMI Travel Section: [Student Travel Request](#), [Student Certification](#), [Travel expense summary](#)

Allow three weeks for standard reimbursement processing