

Travel Reimbursement Policies

Thank you for speaking at Stanford Law's 2018 Cybersecurity Symposium! Please review the following requirements regarding travel reimbursements. All reimbursements require receipts, except for mileage which we will reimburse based on your travel per Google Maps.

Flights:

We will reimburse up to \$500 of airfare (coach only) from the east coast and up to \$200 of airfare (coach only) from the west coast. Airline receipts must include proof of payment (i.e. a credit card being charged), dates of travel, and itinerary. Print-outs of e-tickets are acceptable as long as the above information is included. Tickets must be purchased at least 14 days in advance of your trip. If the airfare amount is over \$500 (east coast) or \$200 (west coast) you must receive approval prior to purchasing the ticket.

Driving

For speakers flying into California for the symposium:

Ground transportation to and from the Marriott Hotel to Stanford for the symposium will be reimbursed up to \$12 each way. Ground transportation to and from SFO/SJO to the Marriott Hotel will be reimbursed up to \$29 each way. We cannot reimburse transportation to and from your home and the departure airport. We cannot reimburse for rental car transportation

For all other speakers:

If you are driving to the conference, we will reimburse you at the rate of 54 cents per mile up to \$275.00. Please include a print out of the "Google Maps" showing the mileage to/from the event location on your itemized expense list. If you are using a ride sharing app or public transit to get to the symposium we will reimburse up to \$75 for all your ground transportation combined. Please save your receipts. We cannot reimburse for rental car transportation

Parking:

Parking in Wilbur Garage is free after 4PM. You will be reimbursed in case there is a parking fee at the event. A receipt must be provided.

Hotel

We will provide lodging for one night for participants from CA and for two nights for participants from out-of-state at **Marriott Palo Alto/Los Altos: 4320 El Camino Real, Los Altos, CA 94022**. For participants from California we have reserved rooms for the night of Thursday, April 26th. For participants from out-of-state we have reserved room for the nights of Thursday April 26th and Friday April 27th.

Incidental charges during your stay at the hotel are not a reimbursable expense.

Meals

Light appetizers and refreshments will be provided Thursday and Friday evening of the symposium. We are not able to reimburse any other meals.

At The Conclusion of Your Trip

At the conclusion of your trip, please submit: (1) all of your original receipts, (2) an itemized list of your expenses, (If you cannot provide the original receipt for an expense, we will not be able to reimburse you for it.), (3) The address to which your reimbursement check should be sent, and **(4) the Reimbursement Form (attached). These items must be received no later than May 10, 2018**

Questions or Concerns?

Please do not hesitate to contact Meg Harrington at: mharrington@law.stanford.edu

Documentation of Expenses

Expense reports with relevant supporting documents attached must be completed for all travel expenses paid by the University. For airfare: an itinerary, invoice, ticket, or receipt (including printouts of electronic versions of these documents) that shows proof of payment (e.g., card being charged) must be included when reporting airfare expense.

Air Travel

Provided documents must include all the following information:

- Dates of travel
- Time of departure
- Flight numbers
- Ticket number or confirmation code
- Cost of ticket
- Proof of payment.

Documentation that does not include this information is not acceptable.

Ground Transportation – An itemized receipt is required for taxis, shuttles, Uber, etc. Please detail the cost of each shuttle and note the origination and destination on the receipt.

KINDLY SUBMIT ALL RECEIPTS BY MAY 10, 2018.

PLEASE SUBMIT RECEIPTS TO MEG HARRINGTON, BUSINESS MANAGER.

E-MAIL: mharrington@law.stanford.edu

MAILING ADDRESS: Meg Harrington
Stanford Law School
559 Nathan Abbott Way
Stanford, CA 94305

**Stanford Technology Law Review and
Stanford Law & Public Policy Review**
Cybersecurity Symposium
April 26th & 27th, 2018

REIMBURSEMENT FORM

Name: _____

E-Mail Address: _____

Address where check should be mailed:

Ground Transportation Total: \$ _____

Airfare Total: \$ _____

Please send this form and your receipts by May 10, 2018

**Stanford Law School
Attn: Meg Harrington
559 Nathan Abbot Way
Stanford, California 94305**