

# Yale Science & QR Education

---

## CONFERENCE – TRAVEL POLICY

*Referenced Yale policy 3301 Travel on University Business*

### What we will pay for:

- Conference registration
- Air travel and or ground transportation (i.e. subway, bus, shuttle, taxi fares).
  - Travelers are expected to select the least expensive airfare within the main cabin class (e.g., economy, coach).
  - We expect students to plan ahead to get the best economy class airfare.
  - If you need transportation in the city, we would like you to take public transportation, if at all possible, rather than costly taxis.
  - Travelers using train service should book train fare within the main cabin class (e.g., economy, coach) that is reasonably priced.
  - If using personal vehicle: mileage (*at the federal mileage allowance rate for business travel published in the Controller's Office Fact Sheet*), reasonable parking fees and tolls.
- Hotel/lodging accommodations
  - We will pay for hotel accommodations but expect that students will try to find an economical place to stay and room with other Yale students (if applicable) to reduce lodging costs.
  - Travelers are permitted to use Airbnb for lodging. The preferred method for arranging Airbnb lodging is the [Yale Airbnb for Business](#) platform, using a Yale email address. The preferred method of payment for Airbnb is the Yale PCard. See the [Yale Airbnb](#) page for more information.
- Meals while traveling or not covered by the conference
  - Actual meal expenses should not be greater than the applicable per diem allowance.

### These charges are not reimbursable:

- Membership fees *\*Unless required for registration*
- Flight: fees for more than one checked bag, fees for snacks, non-alcoholic/alcoholic drinks, checked baggage, Wi-Fi, pillows and blankets, and preferred coach seating, insurance, etc.
- Acela Express will not be reimbursed.
- Car rental: GPS, insurance on cars, etc.
- Zip cars

- Accommodations: room service, Mini bar charges, Internet connection, in room movies, spouse/guest related charges, laundry, etc.
- Meals: If a traveler chooses to substitute an outside meal for a meal otherwise included in a conference registration fee, the outside meal is considered a non-reimbursable personal expense.

The University's preferred method for purchasing is the Yale Purchasing Card ("PCard"). This allows the University to be billed directly for travel expenses. Whenever possible, the Office of Science & QR Education will use the departmental PCard to pay for conference registration, travel, and lodging. *\*If your request is approved, a member of the Science & QR office will contact you to begin making arrangements immediately.*

If a student prefers to pay for any expenses with their own credit card, we will need original receipts within 10 days of the conference. Note: There is **no reimbursement of third party expenses**. If a student is sharing an expense (lodging, meal, etc.) the student must provide a receipt for only their portion of the expense for reimbursement. For example, if a student is sharing lodging costs, the hotel/motel should be able to print a receipt for the student's cost for lodging.

### **What constitutes an acceptable receipt?**

- Air and Ground Transportation: the receipt must show traveler's name, complete dates of travel, ticket number, transportation provider and total cost. The receipt must indicate that payment was made in full or \$0 balance. Passenger/boarding passes usually have this information printed on them.
- Car Rental: an itemized rental receipt provided by the rental company.
- Parking, Toll and Gas: the receipt must show name of establishment, date and time, city, state and cost.
- Confirmation of Registration: a receipt that shows your full name, the full name of the organization or conference, and confirmation of payment.

### **Restrictions for Travelers Who Are Not U.S. Citizens or U.S. Permanent Residents**

Individuals who are not citizens or permanent residents of the United States must follow specific rules regarding travel reimbursements and other payments. Prior to the trip, please refer to the [International Payment Planning Tool](#) page to determine any payment restrictions, tax withholding, and documentation requirements based on an individual's immigration and tax residency status.