RSVP and ACCOMMODATIONS

To RSVP for PhD Admit Weekend, email Verna Wong at vlwong@cs.stanford.edu. Include the nights you will need accommodations. (See detailed instructions below.) The department will cover your accommodation at the Sheraton Palo Alto for the nights of Thursday, March 12th, Friday, March 13th, and Saturday, March 14th for a double occupancy, shared room. Those who would like to have a single occupancy room or who will be bringing a guest will be responsible for paying for half of the Stanford Computer Science room rate, taxes and fees for each night. Half of the room rate for Thursday night would be $129.50. Half of the room rate for Friday or Saturday night would be $74.50. If you will be extending your stay, you will be responsible for the room rate and tax for the extra nights.

Please be sure to have a credit card to use to pay for the extra room rate and for any other non-reimbursable charges to the room. The department will not reimburse for guests or other incidental charges such as long distance calls, movies, or extra expenses incurred due to early arrival, late departure and/or cancelled flights.

The Sheraton Palo Alto’s address is: 625 El Camino Real, Palo Alto, CA 94301

For more information about the hotel, please see the following website:

**Do not call the Sheraton for reservations.** The Computer Science Department will confirm reservations and coordinate assignments with the hotel.

**Room reservations must be made no later than Friday, February 20, 2015.** To do so, please e-mail the following information to Verna Wong at vlwong@cs.stanford.edu

1. Your name
2. Room preference: single or double occupancy (If you choose "single", you will be charged half of the room rate, plus taxes.)
3. Name of guest, if applicable (You will be responsible for your guest's charges.)
4. Male/Female (for room assignments)
5. Arrival date and time (we recommend arriving on Thursday)
6. Departure date and time (A shuttle to UCB will be picking up passengers at the Sheraton Palo Alto at 9:30 pm on Saturday and on Sunday at 8:30 am. If you will be catching a UCB shuttle, please indicate which one you will be catching.)
7. Any special requests such as smoking/non-smoking, handicap access, dietary considerations

GETTING FROM AND TO THE AIRPORT

Please make shuttle arrangements to get from and to the airport. Shuttle information can be found at:
San Francisco Airport: http://www.flysfo.com/web/page/tofrom/transp-serv/
San Jose Airport: http://www.flysanjose.com/fl/travelers.php?page=ground_trans/gt_overview&exp=3
STANFORD TRAVEL REIMBURSEMENT POLICY

Stanford has strict University policies for the reimbursement of travel. If the guidelines are not followed, your reimbursement may not be processed.

All reimbursement requests are due by Monday, April 13, 2015.

You will be reimbursed up to $500 (for US/Canada travel), $800 (for travel from Europe), $1,300 (for travel from India or Australia) or $1,200 (for travel from Asia excluding India and Australia) for airfare, shuttle and reasonable meals not covered by the department from Thursday, March 12th through Sunday, March 15th.

For international students: If you need a more detailed letter explaining why you will be traveling to the United States, please email admissions@cs.stanford.edu. Include the country you will be traveling from, and we will be happy to provide you with a letter.

MEALS: Breakfast, lunch and dinner will be provided by the Computer Science Department on both Friday, March 13th and Saturday, March 14th. Costs for meals not provided by the Computer Science Department that are incurred as part of your trip to Stanford will be reimbursed at the following rates: up to $12 for breakfast, $15 for lunch, and $25 for dinner.

SPLITTING EXPENSES: If you are visiting another University on the same trip or are planning your visit along with a personal trip, only those expenses incurred between March 12th and 15th, 2015 will be reimbursed. Airfare will be split among all universities visited on the same round trip. If you are splitting expenses with other schools and are not able to submit original receipts, state this fact in a letter when requesting your reimbursement, along with photocopies of all receipts, and indicate a contact person at the other school(s).

Please submit the following documents so that your reimbursement can be processed:

1. Signed letter requesting reimbursement for travel - This should be a signed letter from you requesting reimbursement, along with an itemized list of expenses. The University requires an official request from the person being reimbursed.

2. Documentation
   Documentation must include dates, destination, name, dollar amount showing proof of payment, and class of airfare. The only exception is for meals, taxi fares or other expenses under $75.00 for which a receipt is not available; however, an itemized list of meals or expenses must be submitted.

3. Lowest airfare available at the time of booking - University policy requires the booking of the lowest available airfare. Although you are not required to submit written certification, in unusual cases the University may ask for a printout of a web page of comparable quotes. Stanford policy is to reimburse coach fare. The University does not pay for business or first class airfare unless it is necessary for documented medical reasons. Only the lowest fare available at the time of booking is reimbursed.

4. Travel Reimbursement Information form (this will be included in your admit packet when you arrive for the weekend) - It is important that you complete this form and provide us with information on how to contact you and where the reimbursement should be mailed. If you would like the reimbursement to be wire transferred to a financial institution, be sure to include your
name as it appears on the account; the bank name and address; your BIC or SWIFT number; and your account number.

The following additional items are only required for those who are not US citizens or Permanent Residents:

Copy of your Passport and Visa.

Copy of I-94 Arrival/Departure card.

**Stanford University Declaration of Tax Status Form LA-6** - Be sure to fill out the sections that apply to you. The form can be found at [http://www.stanford.edu/group/fms/fingate/docs/la6.pdf](http://www.stanford.edu/group/fms/fingate/docs/la6.pdf)

The following additional information is a brief summary of the University's travel policy.

I. **Airfare**
Stanford policy is to reimburse fare for coach class only. The lowest fare available at the time of booking will be reimbursed.

II. **Auto in Lieu of Airport Shuttle**
Travelers should use the most economical means of transportation to and from the airport, including parking costs. Shuttle services are usually the most economical. Car rental for transportation to and from the airport is not reimbursable unless, of course, car rental is more economical than other alternatives.

III. **Personal Automobile**
The University will pay 57.5 cents per mile for official travel by private automobile based on the actual driving distance by the most direct route and not more than 105 percent of the mileage listed on the MapQuest web page at [http://www.mapquest.com/](http://www.mapquest.com/). In addition to this allowance, necessary and reasonable charges for the following automobile related expenses are allowed: tolls, ferries, parking, bridges and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed. Please contact [vlwong@cs.stanford.edu](mailto:vlwong@cs.stanford.edu) if you will need an on-campus parking permit for Thursday and/or Friday. Parking on campus is free on the weekends.

IV. **Car Rental**
Car rental is strongly discouraged. If you must rent a car, please note that Stanford is self-insured. Car rental insurance is NOT reimbursable. Car rental agreements for individuals renting for University business should, whenever possible, include “Stanford University” with the name of the individual. Stanford University will pay for rent of a compact or standard-sized car.

V. **Time Limit to Submit Request for Reimbursement**
Please submit your reimbursement request by April 13th, 2015. Reimbursements not processed within 60 days of the date of the expense will be reported as taxable income.