

Stanford Computer Science Department

2024 PhD Admit Weekend Information

HOTEL ACCOMMODATIONS

As mentioned on the RSVP online survey, the department will cover your lodging at the Crowne Plaza Palo Alto Hotel for a **double occupancy, shared room for up to three nights**; Thursday, March 7, Friday, March 8, and Saturday, March 9.

Crowne Plaza Palo Alto Hotel
4290 El Camino Real
Palo Alto, CA 94306

Phone: (650) 857-0787

Do not call the Crowne Plaza Palo Alto Hotel for reservations. To ensure the negotiated room rates are used the Computer Science Department will confirm reservations and coordinate assignments with the hotel.

Please be sure to have a credit card on hand if you decide to pay for the extra room rate to have your own room, or 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 lodging expenses incurred due to early arrival, late departure and/or cancelled flights.

Those Who Opt For A Single Occupancy Room, Or Who Will Bring A Guest

You will be responsible for paying half of the room rate, taxes, and fees for each night. Half of the negotiated room rate will be **\$94.50** a night for March 7, March 8, or March 9 only. If you will be extending your stay, you will be responsible for the room rate and tax for the extra nights (note that the negotiated room rate is not guaranteed for additional nights).

Note For Local Admits

Local travel does not qualify for an overnight stay. The University defines local travel as less than 50 miles one way from Stanford or the traveler's residence – whichever is greater. This includes students residing within 50 miles of Stanford campus. If you have questions on this, please contact phdadmitweekend@cs.stanford.edu.

STANFORD TRAVEL REIMBURSEMENT POLICY

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

All reimbursement requests are due by Monday, April 1, 2024. No exceptions.

Reimbursement Budget

Depending on your home address listed on your application, you will be reimbursed up to a certain dollar amount for airfare, shuttle and meals not covered by the department Friday, March 8 and Saturday, March 9:

<u>Home Address Listed</u>	<u>Budget</u>
US/Canada	\$500
Europe	\$1,000
Asia (excluding India and Australia)	\$1,200
India or Australia	\$1,300

Traveling By Flight

If you are traveling by flight, you will need to make arrangements to get from and to the airport and hotel. Transportation information for the San Francisco or San Jose Airports can be found below.

San Francisco Airport: <https://www.flysfo.com/to-from/overview>
San Jose Airport: <https://www.flysanjose.com/public-transit>

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.

When booking your flight take a screenshot of the page of comparable quotes at the time of booking. University policy requires the booking of the lowest available airfare, which can be verified with this screenshot.

Meals

Breakfast, lunch, and dinner will be provided by the Computer Science Department on Friday, March 8 and Saturday, March 9. Other meal costs not provided by the department that are incurred as part of your trip to Stanford can be considered for reimbursement for up to the rates listed below. Receipts for these meals are required. **If you are missing a receipt, you will not be reimbursed for that meal.**

<u>Meal Type</u>	<u>Budget</u>
Breakfast	\$25
Lunch	\$40
Dinner	\$60

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 Thursday, March 7 and Saturday, March 9 will be reimbursed. Airfare will be split among all universities visited on the same round trip. If you are splitting expenses with other schools, state this fact in the requesting reimbursement for travel letter, and indicate a contact person for the other school(s).

WHAT TO SUBMIT FOR REIMBURSEMENT

After the event is over and you have all your documents ready to submit for reimbursement, please email them to admitweekendreimbursement@cs.stanford.edu

- **Signed letter PDF requesting reimbursement for travel** – This letter should mention the request for reimbursement, along with an itemized list of expenses, and if any expenses will be split with other Universities. The University requires an official request from the person being reimbursed to initiate the reimbursement process.
- **Documentation** - Documentation must include dates, destination, name, dollar amount showing proof of payment, and class of airfare. Receipts shared can be photos and screenshots as long as it includes all information stated previously.
- **Screenshot of lowest airfare available at the time of booking** - University policy requires the booking of the lowest available airfare, which we can verify with a screenshot of the page of comparable quotes at the time of booking. Stanford will only reimburse for coach fare. Business or first-class airfare will not be considered unless it is necessary for documented medical reasons.
- **Travel Reimbursement Information Form**- This form provides us the 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.

Admits that are not US citizens or Permanent Residents will also need to submit additional items via the Secure Supplier and Payee Request Portal (You will receive a an email invitation from Stanford's Supplier Enablement team to access the portal):

- PDF copy of your Passport
- PDF copy of your Visa
- PDF copy of I-94 Arrival/Departure card

ADDITIONAL TRAVEL INFORMATION

The following information is a brief summary of the University's travel policy. If you have any additional questions or concerns, please contact phdadmitweekend@cs.stanford.edu.

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 or ride 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 **67 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/>. 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 phdadmitweekend@cs.stanford.edu if you will need an on-campus parking permit for Friday, March 10. 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 1, 2024**. Reimbursements not processed within 60 days of the date of the expense will be reported as taxable income.