

UNIVERSITY GUIDELINES FOR MEDICAL STUDENT TRAVEL REIMBURSEMENT

Eligibility

Reimbursement is only available for medical students presenting their research at a national meeting.

Receipt Submission

Students must submit the [Travel Reimbursement Request Form](#) along with all required documentation within 10 business days of travel.

- Receipts submitted after this deadline will not be reimbursed.
- Receipts must include your name. If your name is not on the receipt or credit card statement, reimbursement will not be processed.
- Sales tax is not a reimbursable expense.

Required Documentation

The following documents must be submitted through the Qualtrics [Travel Reimbursement Request Form](#):

- OSR travel award letter approving your travel.
- Completed and signed [Travel Expense Report Form](#).
- Itemized receipts for all expenses.
- Proof of payment.
- Conference brochure, itinerary, or letter of invitation, listing the event's date(s), location, and purpose.
- PDF copies of all original, **itemized**, and dated receipts.

Important Receipt Requirements

- **Receipts must be original, itemized, and include the date of purchase.**
- If a receipt does not include both your name and the vendor's name, you must provide a corresponding credit card statement showing your name, address, and the related charge. (Non-relevant charges can be redacted.)

Receipt Requirements for Specific Travel Expenses

Air travel*:

- Traveler's name.
- Airline carrier.
- Date of purchase.
- Last four digits of the student's credit card used for payment

Lodging*:

- The original itemized hotel receipt is required.
- If sharing a room, an itemized receipt reflecting only the student's portion of the payment must be submitted.

Personal meals:

- Students must provide itemized receipts for meal expenses.

*Booking Directly vs. Third-Party Agencies

Students are strongly encouraged to book airfare and lodging directly through the airline or hotel rather than using third-party booking agencies (e.g., Expedia, Priceline, Hotels.com). If an issue arises with a receipt, third-party agencies often provide limited customer service and may be unable to issue itemized

receipts or proof of payment required for reimbursement. To avoid delays or complications, we highly recommend booking directly with the airline or hotel whenever possible.

Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Third-party payments (expenses paid by parents, family members, friends, mentors, or other third parties).
- Payments made via Venmo, PayPal, Zelle, or similar platforms to a third party.
- Shared expenses: If splitting costs (e.g., lodging, meals), you must provide a receipt reflecting only your portion of the expense. Hotels can typically provide a separate receipt upon request.
- Car rentals, unless pre-approved by the Office of Student Research (OSR).
- Personal expenses, including but not limited to: Childcare, pet care, in-room alcoholic beverages, gym and recreational fees, laundry or valet services, personal grooming services, car rental insurance, membership dues, lost baggage or lost/stolen funds, parking tickets or traffic violations, meals for spouses/guests, travel-related expenses for spouses/guests.

Air Travel

Students are expected to select air travel within the basic least expensive unrestricted accommodations class offered by commercial airlines, consistent with business requirements. The University acknowledges that commercial airlines vary in their ticketing structures and do not necessarily offer consistent services in single fares. Therefore, Yale considers “air travel within the basic least expensive unrestricted accommodations class offered by commercial airlines, consistent with business requirements” to mean airfare within the basic cabin class (i.e., equivalent of “economy” or “coach,” regardless of the specific airline’s name for this class) that is consistent with business requirements.

[Procedure 3301 PR.03](#), Air Travel on University Business, expands upon this expectation and details the specific rules, guidelines, and processes applicable to air travel on university business (including additional requirements for air travel funded by sponsored awards). Direct flights are often significantly more expensive than flights with connecting service and students are encouraged to consider this aspect when making their plans.

Ground Transportation

A. General Principles of Ground Transportation for University Business

Students are expected to select ground transportation that is reasonably priced, consistent with business requirements. For example, when complementary shuttle services (e.g., from a hotel) are available and practical, students are strongly encouraged to use such services.

Yale does not cover the cost of any purchased roadside assistance package or personal property insurance coverage. Such expenses, if purchased, are personal to the traveler.

B. Use of Personal Automobiles

Students may use their personal vehicles for business purposes. The use of a personal vehicle for University business will only be reimbursed at the federal mileage allowance rate for business travel, published in the Controller’s Office Fact Sheet. This rate covers the cost of vehicle usage, including gasoline; the student will not be reimbursed separately for gas expenses. Students will, however, be reimbursed for tolls and reasonable parking fees.

If students use their personal vehicle for business travel, documentation of business miles must include the business purpose for the travel and the number of miles driven. **Note:** personal vehicle reimbursement is limited to no more than the cost of a comparable trip’s air travel within the basic least expensive unrestricted accommodations class offered by commercial airlines, consistent with business requirements.

If a personal vehicle is used for business purposes primarily for the traveler's convenience and results in a higher cost than other modes of transportation, reimbursement will be limited to the lower of the following:

- cost of the air travel within the basic least expensive unrestricted accommodations class offered by commercial airlines, consistent with business requirements, between the nearest commercial airport serving the origin and destination cities; or
- cost of train fare within the main cabin class (e.g., economy, coach) that is reasonably priced, consistent with business requirements, between the nearest passenger station serving the origin and destination cities.

The University assumes no liability for any loss or damage to the employee's vehicle. If an accident occurs when a traveler is using a personal vehicle for business travel, the employee's personal automobile liability and physical damage insurance is primary.

C. Rental Cars*

When renting a vehicle for University travel, students are expected to rent a reasonably priced vehicle (e.g., compact or midsize passenger car), consistent with business requirements. [Read more about Yale's car rental policy](#) to find a list of Yale's preferred car rental vendors, as well as domestic and international car rental insurance.

*Car rental requires pre-approval by OSR. Any student considering renting a car for conference travel must contact osr.med@yale.edu in advance. Any student that does not contact OSR and obtain preapproval may have their reimbursement denied.

Train Travel

Students using train service should book train fare within the main cabin class (e.g., economy, coach) that is reasonably priced, consistent with business requirements. Students should book train service on Metro-North, or Amtrak, consistent with their business needs.

Lodging

Lodging is an appropriate business expense for multi-day travel beyond 50 miles from a regular work location. The University does not pay for lodging related to single-day travel within 50 miles of a regular work location.

Students are expected to select a reasonably priced hotel room with a single occupancy rate. Students are permitted to use Airbnb for lodging. When using Airbnb, students are expected to select an option that is comparable in cost to a reasonably priced hotel room with a single occupancy rate in the same locale.

Individual Meals

Students may be reimbursed for the cost of their reasonable meal expenses while traveling on University business. All meal expense receipts must be itemized, or the claim will be denied by the Office of Student Research.

Please see the [Yale University policy on Business Meals and Entertainment for Individual Meals](#) for more information and current rates.