

**TRAVEL
 REIMBURSEMENT
 WORKSHEET**

Submit a copy of this form with receipts, taped to letter size sheets of paper, (printed or scanned) to Financial Services, Anderson 216 or send to sefsfin@uw.edu.

Name:		Type of Claimant: <input type="radio"/> UW <input type="radio"/> Student <input type="radio"/> Non-UW		Signed Travel Authorization on file? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Today's Date:	
Travel Destination: <input type="radio"/> In State <input type="radio"/> Out-of-State <input type="radio"/> Foreign	Budget Number:	Personal Time:* <input type="radio"/> No <input type="radio"/> Yes - Add Comments* below.	Dates of Travel: From		Expense Type	Amount	
	Budget Name:		To:				
Payment Method: <input type="radio"/> Direct Deposit, all UW employees. <input type="radio"/> Send to Mailing Address, non UW only.	Mailing Address: (non UW only)			Registration			
	Home Address: (City, State)			Airfare <small>Attach comparison if personal time taken.</small>			
UW NetID:	Email Address:			Car Service - Taxi, Uber, etc.			
Purpose of Travel: (Mark all that apply) <input type="radio"/> Field Work <input type="radio"/> Research <input type="radio"/> Presentation <input type="radio"/> Workshop/Training <input type="radio"/> Outreach <input type="radio"/> Conference <input type="radio"/> Meeting Other: _____ Describe/Details: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				Rental Car			
				Fuel			
				Mileage			
				Tolls			
				Ferry			
				Misc Expense			
				Other			
				TOTAL – EXPENSE ITEMS		\$	

TRIP INFORMATION					MEAL PER DIEM <small>(Enter "X" to take standard meal per diem, or leave blank)</small>			LODGING	LODGING PER DIEM **	
DATE	FROM City/State	TO City/State	DEPART TIME	RETURN TIME	Break fast	Lunch	Dinner	Name	Lodging Cost Include Tax	Shared with:

TRAVELER USE ESTIMATED SUBTOTALS:	Est. Total EXPENSE Items: \$	Est. Total MEALS: \$	Est. Total LODGING: \$	Estimated TOTAL: \$
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COMMENTS: * Details regarding personal travel dates/times. ** Explain lodging cost over allowed per diem rate.	OFFICE USE ONLY - VERIFIED TOTAL	
	TOTAL MEAL PER DIEM VERIFIED:	\$
	TOTAL LODGING VERIFIED:	\$
	LESS PER DIEM ADVANCE:	\$
	TOTAL AMOUNT DUE UW:	\$
	TOTAL AMOUNT DUE TRAVELER:	\$

TRAVEL GUIDELINES AND INFORMATION

- **Travel Authorization:** Anyone who will be traveling to attend meetings, conferences, workshops or training must first obtain authorization from the PI (Principal Investigator) of the budget covering the travel, and submit a Travel Authorization form to SEFS Financial team (sefsfin@uw.edu). You may also submit hard copy. This must be done before making reservations.

- ***Comparison Airfare*:** *In order to be reimbursed* for flight itineraries which include personal time before, after, or during your trip, or if you are not taking the most direct flight, you must provide documentation of a *price quote for a comparison fare*. This should be for a direct flight between your business destination and departure point for the dates you would have travelled without personal time. You must obtain this price quote before traveling, *at the same time* you purchase your airfare.

Unless you are familiar with the rules for the Comparison Fare, please check in with our SEFS Financial team sefsfin@uw.edu *before* purchasing your tickets.

Airfare can be charged to the department travel card: After receiving approval via your Travel Authorization, email one of our travel agents with a copy to SEFS FIN (sefsfin@uw.edu) indicating your desired dates and schedule. (Jeanne Kick jeanne.kick@travellleaders.com, or LaJuan Donaldson ldonaldson@statravel.com.) You will work out the flight itinerary details with the travel agent. Once approved, your airfare will be paid for with the department travel card.

- **Conference registration fees and abstract charges can be paid** using a department credit card, after your Travel Authorization has been signed and submitted. Work with the SEFS Financial team in AND 115 by emailing (sefsfin@uw.edu) to set up a time to stop by.
- **Reimbursement prior to travel: Airfare, conference registration and abstract fees.** If you choose to purchase these items with personal funds, you may request reimbursement as soon as you have receipts, provided your Travel Authorization is in place. All other expenses including lodging, meals and ground transportation may only be reimbursed after travel is complete.
- **Lodging:** If you choose hotel or other lodging that is over the per night maximum allowed per government guidelines (see link below), you may not be fully reimbursed. Please work with the SEFS Financial team *before you travel* if you have questions.
 - **List of Domestic Per Diem Rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - If **sharing a room**, pay your portion *directly to the hotel* when checking out. Reimbursement will only be paid to the individual who makes the payment.
- **Car Rental:** If you need to rent a car for your trip, you may visit the UW Travel page at <http://f2.washington.edu/fm/travel/cars> and choose between two contracted vendors: Enterprise or National. Information is also available about WA state car rental rates and insurance. You may also choose any other car rental company. Whichever company you choose, pay particularly close attention to these points:
 - IMPORTANT: all drivers must be on UW business or entire car rental is *non-reimbursable*. Also, additional drivers must be listed on car rental agreement.
 - If personal time is included, car rental reimbursement will be pro-rated. You can only be reimbursed for business days.