

Travel Reimbursement Reference Sheet

Who Does What?

- All travel needs to be pre-approved (form available in main office). The completed form can be given to Josh to confirm funds are available, and then the form is passed to the Department Chair for approval. You will receive an email once travel has been approved.
- The travel reimbursement form (attached), itinerary, and receipts (if necessary), can be given to Kristin who gets all the paperwork arranged, gathers missing pieces, makes sure funds are still available, and then Josh approves. Once Kristin has processed the reimbursement, you will receive an email asking for your approval through Ariba.

Here are some general points to keep in mind:

- 1- History can pay for certain expenses before your trip. Getting reimbursed for certain expenses is also possible before travel.
- 2- Even if you aren't requesting reimbursement for airfare, please include your itinerary with the request as this is your proof of travel.
- 3- Receipts are not needed for expenses under \$75 (see exception list below). I suggest you keep a running list, with dates if possible, for these under \$75 expenses during your trip. Your list could include expenses such as taxis, metro, and food if seeking individual meal reimbursement.
- 4- Exceptions—**Itemized** receipts are ALWAYS needed for:
 - All expenses over \$75
 - [Airfare](#) & change fee
 - [Lodging](#)
 - [Car rental](#) (You must be listed as sole driver)
 - Train/rail (Only if there is a class option)
 - [Laundry](#)
 - Banquet dinners
 - [Meals on behalf of others](#) (additional form needed)
 - Immunizations
- 5- Alcohol is [not reimbursable while in travel status](#)
- 6- Non-US currencies will be converted for you

UW Travel Website: <http://f2.washington.edu/fm/travel/reimbursement>