



TRAVEL REIMBURSEMENT REQUEST

For questions regarding your reimbursement, please contact Kristin krisrob7@uw.edu or Josh joshito@uw.edu

TRAVELER'S NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_
NAME & NUMBER OF BUDGET TO CHARGE (if known) \_\_\_\_\_

TRIP DETAILS DEPARTURE DATE & TIME \_\_\_\_\_ RETURN DATE & TIME \_\_\_\_\_
LOCATION & PURPOSE OF TRAVEL: \_\_\_\_\_
WAS PERSONAL TIME TAKEN? (Dates, times and locations) \_\_\_\_\_ If yes -> COMPARISON AIRFARE:

TRANSPORTATION
Airfare (attach copy of itinerary and proof of payment) .....\$ \_\_\_\_\_
Baggage fees .....\$ \_\_\_\_\_
Ground transportation (e.g., taxi, shuttle, bus, train) .....\$ \_\_\_\_\_
Parking .....\$ \_\_\_\_\_
Mileage in personal car (attach printout from mapquest.com or use mileage rates at UW Travel website) .....\$ \_\_\_\_\_
Car Rental (attach contract; traveler must be listed as driver; other listed drivers must be on UW business) .....\$ \_\_\_\_\_

LODGING & MEAL PER DIEM
Name of hotel \_\_\_\_\_ Conference hotel? YES \_\_\_\_\_ NO \_\_\_\_\_ .....\$ \_\_\_\_\_
Were any meals provided? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, describe \_\_\_\_\_
Would you like per diem meal reimbursement or individual meal reimbursement? Per Diem \_\_\_\_\_ Individual \_\_\_\_\_ None \_\_\_\_\_
Staff will compute per diem (attach a copy of your flight itinerary even if you are not being reimbursed for airfare) .....\$ leave blank
If you want reimbursement for actual meal expenses instead of per diem, attach all meal receipts and indicate total .....\$ \_\_\_\_\_

OTHER EXPENSES
Registration fees (attach conference registration, proof of payment) .....\$ \_\_\_\_\_
Telephone/Internet/Fax (must be UW-related) .....\$ \_\_\_\_\_
Other expense (attach receipt and describe) \_\_\_\_\_ \$ \_\_\_\_\_
Other expense (attach receipt and describe) \_\_\_\_\_ \$ \_\_\_\_\_

I certify that these expenses were for official University of Washington business and that I am not being reimbursed for these expenses from any other source.

TRAVELER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT APPROVER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## REIMBURSEMENT RECEIPT REQUIREMENTS

Attached receipts are required (except for your own meals based on per diem) for any expenses over \$75.

Receipts for expenses under \$75 are not required, however...

*Receipts are required for the following regardless of costs:*

- airfare itinerary; change fee
- lodging (from a commercial lodging facility; hotel folio is required if hotel not prepaid)
- car rental (final rental agreement)
- train/rail itinerary (if there is an option when purchasing ticket class)
- laundry
- banquet dinners
- meal reimbursement on behalf of others; review instructions
- immunizations (itemized with CDC recommendation)

Regardless of cost, items purchased with foreign funds require currency conversion (Jan 2015). History fiscal staff will compute the conversions for you.

Please label/identify all attachments.