



A guide for understanding  
how to arrange travel and  
be reimbursed for travel  
expenses



## UW College of Education Travel

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# + Pre-Travel Tips

- BEFORE YOU TRAVEL:**
- Ensure travel is directly work related; both critical and necessary for state business.
  - Obtain travel at the most economical price allowable per State/University travel policies and procedures.
  - Get pre-approval by submitting a PurchasePath order or by submitting a Travel Pre-Authorization form. Make sure you identify all sources of funding, and obtain prior approvals from department head or PI.
  - Ask if the funding source has any special requirements or restrictions with regard to travel arrangements or expense reimbursements.

## **Personal Time**

- A list of Comparison Airfares are needed. Traveler should prepare this **before** travel occurs at the same time you book your flight.
- Prorated costs for UW business time only are allowable.

## **Meals**

- Meals paid for others (non-UW travelers only) require an itemized receipt and must be within per diem. Alcohol is not allowable unless pre-approved on a discretionary budget.
- Meals provided by hotel or conference count against per diem allowable whether used or not.
- No receipts required for meal per diem. If you would like to claim less than the allowable amount to preserve your funding, make a note how much you would like to claim.

## **Rental Car**

- Final receipt with miles in and miles out is required.
- If anyone not on UW business (spouse, etc.) is listed as a driver, the entire amount is not allowable.
- Compact, mid-size or full size cars only. SUVs and sports cars are not allowable unless prior approval is granted by director for medical needs.

## **Lodging**

- Over per diem allowed with justification accompanied by documentation. You can check the per diem allowable rate at UW's travel website before you book.
- Valet parking is only allowable if it is mandatory.
- If using a non-traditional lodging site such as AirBNB.com, make sure you know all fees are included in the per diem rate before booking.

## **Airfare/Rail**

- First or Business Class only allowable if international travel over 14 hours for a single leg of the trip or for medical condition with a letter from the dean.

## **Mileage and Parking**

- Daily commute to/from duty station cannot be reimbursed, even on weekends.
- Parking at duty station is not reimbursable.
- Use the closest origin between duty station and home when leaving from home.

## **Agenda**

- Please submit an agenda for the UW business event with agenda times, dates, and locations

## + Paying for Travel:

- Your travel costs are paid primarily by your own personal funds (personal credit cards, debit cards or cash.) Frequent travelers are encouraged to have a UW Travel Card. This card is treated the same as a personal credit card and requires COE approval.

More information about this can be found at:

<https://f2.washington.edu/fm/ps/sites/default/files/procard/travel/Travel%20Card%20Application-Jul2012.pdf>

- You may obtain reimbursement for airfare, lodging deposit and conference registration fees prior to the start of the trip with pre-approval and proof of payment.
- It's recommended that frequent flyer benefits earned on UW travel are used prior to incurring additional cost for UW airfare.
- Obtain and keep copies of **ALL** receipts for expenses (except for your own meals) as you will need to submit these when asking for reimbursement.

## + Transportation Expenses

<b>Airfare, Train or Rail</b>	<ul style="list-style-type: none"><li>▪ Receipt must show payment; the itinerary alone is not sufficient.</li><li>▪ Business Class and 1<sup>st</sup> Class require <b>prior</b> approval from the Dean's office and must be allowable by Sponsor and UW policy. Request must list reason for approval and provide specific business or medical reason</li><li>▪ Baggage fees are paid for up to two bags.</li><li>▪ Charges for seating choice or priority boarding are not reimbursable.</li><li>▪ Inflight internet is reimbursable.</li></ul>
<b>Parking (including airport)</b>	<ul style="list-style-type: none"><li>▪ All parking except valet parking is reimbursable. Valet parking is reimbursable only if it is required.</li></ul>
<b>Taxis, Uber, Lift, Subways, Bus, Tolls</b>	<ul style="list-style-type: none"><li>▪ Fares and tips are reimbursable.</li><li>▪ Tolls for UW business (not personal commute) can be reimbursed by Expense Report or by procurement card if paying by mail In Washington, state if Good to Go pass is used may use printout of statement for reimbursement.</li></ul>
<b>Mileage</b>	<ul style="list-style-type: none"><li>▪ Mileage will be determined by obtaining maps from Bing, Google Maps or Mapquest.</li><li>▪ For travel on workdays, mileage is calculated to/from duty station (normal place of work). If traveler starts or ends trip at home, home address will be used to calculate mileage if it produces shorter distance than using duty station.</li><li>▪ If you choose to drive to your destination instead of flying and your destination is out-of-state you will need to provide a comparison airfare of what it would have cost to fly. You will reimbursed the lower amount.</li><li>▪ Transportation expense between official residence and official duty station or teleworking site is a personal obligation regardless whether or not it's a normal scheduled work day.</li></ul>

## + Rental Cars

- Rent with Enterprise and National when possible as WA state has contract with them.
- Rent only compact, standard or full size cars; rental of other car classes (such as SUV) will require justification.
- Gas and GPS are reimbursable.
- **Insurance:**
  - Collision/Loss Damage Waiver (CDW/LDW) and Liability insurance should be declined if you are renting from Enterprise or National or paying with a UW travel card regardless of rental car company.
  - Collision/Loss Damage Waiver (CDW/LDW) and Liability insurance should be accepted if you are renting from a car company other than National or Enterprise AND paying with your OWN credit card (not a UW Travel card).
  - Any other type of insurance should be declined as this expense is not reimbursable.
- **Receipts:**
  - Final rental agreement is required for reimbursement. Reservation of rental car is not a sufficient receipt.
  - All drivers must be listed on the rental agreement and the listed driver(s) on the agreement must be on UW business. (Note: If the person listed as driver is not on UW business or if an additional driver listed on the rental agreement is not on UW business or working in conjunction with UW then the **ENTIRE** car rental expense is not reimbursable.)
  - If personal time is included, car rental and gas expenses will be prorated and reimbursed for work portion only.

## + Lodging

<b>Hotel</b>	<ul style="list-style-type: none"><li>■ Hotel must be more than 50 miles from duty station (normal place of work) and traveler must be in travel status or else pre-approval is needed from Dean’s office.</li><li>■ Hotel must be a commercial lodging facility (A business, non-profit or governmental entity that provides lodging accommodations for a fee.) VRBO or AirBnB are considered commercial lodging facilities and may be used.</li><li>■ A commercial lodging facility other than a hotel must be supported by a tax ID number or a published advertisement. The facility must be available to the general public to qualify as commercial lodging.</li><li>■ The hotel rate should not exceed government rate. Gov’t rates can be found at: <a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a>. Exceptions to obtaining a gov’t rate are: conference hotel; lower cost achieved overall (hotel serves breakfast or is significantly closer to business location); special event or disaster; compliance with American with Disabilities Act or a health and safety concern.</li><li>■ If hotel room is shared, obtain receipts clearly marked with payment information for each person.</li><li>■ * <i>Must be able to back up lodging exception if audited.</i></li></ul>
<b>Hotel Parking</b>	Valet parking is NOT reimbursable unless required by hotel.
<b>Tips for Maid Service or Concierge</b>	These tips are not reimbursable.



### **Meal per diem is paid when all three conditions exist:**

1. On UW business
  2. Travel more than 50 miles from your office
  3. Work more than 3 hours longer from your normal work day
- Your meals are paid on a per diem basis based on rates set by the U.S. General Services Administration. Rates can be found at <http://www.gsa.gov/portal/content/104877>.
  - You do not need to have receipts for your own meals.
  - Meals included as part of the lodging rate (such as hot breakfast) are not reimbursable.
  - Meals that are included as part of the conference registration fee or as part of the program will NOT be reimbursed regardless of whether you attended the meal (exception is if you are not able to attend meal because of your flight/transportation schedule or because of a business meeting.)
  - Meals that are provided regardless of whether or not there was a registration fee, you attended the function or you chose not to eat due to personal dietary decisions will not be reimbursed.
  - Medical conditions that require special dietary constraints will be handled on a case by case basis.
  - Alcohol will not be reimbursed unless it is done so with discretionary gift funds.
  - You may be reimbursed for meals you pay on behalf of others (individuals or employees) if the meal is business related. You should only pay for other employees meals if there is also a non UW employee in attendance at the meal and asking for separate receipts would not be appropriate. For these meals itemized receipt(s) are required as is an agenda and a valid business purpose.

## + Combining Personal Time with Work Travel

### **You may combine personal time with work-related travel as long as:**

- The primary purpose of the trip is UW business.
- The personal time on the trip is covered by approved leave/vacation time.
- The UW does not incur any costs beyond what it would have incurred in no personal travel was taken.

### **Receipts Associated with Personal Travel:**

- Prior to travel obtain a list comparison airfares that demonstrates combining personal travel would cost the same, or less, than regularly scheduled travel.
- Submit a list of comparison airfares for approval by department travel manager.
- Complete COE Post-Travel Reimbursement form section related to personal travel began and ended (location, date, time).
- Expenses incurred during personal time are NOT reimbursable including rental car, gas, airport parking—those expenses will be prorated and reimbursed for the work-only time.

### **Lodging and Meal Guidelines:**

#### **Determine reasonableness of reimbursement based on travel costs without personal time.**

- Personal Time Prior to Business Travel: Dinner per diem and lodging in the location of the business event is allowable if the start of the business meeting is before 12 noon and travelers without personal time would have been required to travel to the destination the prior evening.
- Personal Time After Business Travel: If the business travel ends after 3:00 p.m. lodging and meal per diem for that evening is allowable if traveler without personal time would not have returned home by 6 p.m.

## + Common Non-Reimbursable Expenses

(Please check UW Travel website for full details.)

- Daily commuting costs (mileage, parking, etc.)
- Alcohol is only reimbursed with discretionary gift funds and use of these must be preapproved.
- Costs for lodging at private residence not supported by a tax ID number or a rental listing
- Childcare
- Health insurance
- ATM fees
- Personal expenses unrelated to work travel
- Expenses for dependents, including per diems
- Change fees unless due to:
  - UW business cancelled conference/meeting
  - Airline cancelled flight (Replacement fare must be used for future UW business trip or must be surrendered to UW department.)
  - Unexpected death of a family member
  - Your own unexpected illness which kept you from taking the business trip or continuing your trip as planned and is not due to your own misconduct

## Submitting Receipts

- Submit your receipts for travel within one week of the completion of your trip.
- Conference programs/agendas must be submitted with your travel receipts.
- Complete College of Education travel reimbursement form and give it, along with your receipts, to the travel staff.
- If you have lost a hotel or rental car receipt notify the hotel or rental company and ask for a copy of the receipt. These expenses cannot be reimbursed without a receipt.
- If you have lost other types of receipts (taxi, parking, etc.), please note the expense on the travel reimbursement form. If no other payment verification is able to be provided, a signed perjury statement will be required
- The travel staff will create an Expense Report (ER) for you in the Ariba System, UW's online reimbursement system for processing employee travel expenses reports.

# + Action Required: How to Approve an ER

Back **Approve** Deny Edit Print Print Configuration

Traveler/Claimant: [Redacted]  
Type of Traveler: UW Employee  
Personal Time Taken: No  
Personal Time Info: [Personal Time](#)  
Purpose of Trip: [Redacted] 3-25, 2014, travel to Yakima, WA for contracted work  
What receipts are required? <http://f2.washington.edu/fm/travel/receipts>  
My Labels: [Apply Label...](#)

\*\*\* Traveler Address Information \*\*\*  
Home Address (city/state): Seattle, WA  
Duty Station (city/state): Northgate, WA  
Direct Deposit: Yes  
\*\*\* Check Delivery Information \*\*\*  
Address Type: UWBox  
In care of: [Redacted]  
UW Box Number: 358731

Type ↑	No.	Date	Description	Paid by	Budget:Task:Option:Project	Amount	Adj. Amount
	1		Airfare - Alaska Airlines	CTA	099183:::	\$201.00 USD	\$201.00 USD
	4		Car Rental - Budget	Traveler	099183:::	\$76.54 USD	\$76.54 USD
	5	06/25/14	Seattle Central Link - 2	Traveler	099183:::	\$5.50 USD	\$5.50 USD
	2		Hilton Garden Inn	Traveler	099183:::	\$224.18 USD	\$224.18 USD <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Policy Violation:			Lodging Per Diem Policy, daily rate exceeds maximum allowed				
Justification:			Lower Cost Overall				
	3	06/25/14	Meal Per Diem	Traveler	099183:::	\$113.00 USD	\$113.00 USD <input type="button" value="Detail"/>

- After the ER is entered and approved you will receive an “Action Required” Ariba email that contains an “Open” button—click on it and it will automatically go to the ER.
- Review the Expenses for accuracy
  - Click “Detail” button for more information (such as to see meal per diem amounts).
- Review the Comments section below the Expenses section for accuracy (comment section not shown here).
- Reimbursement summary is in yellow box below expenses.
  - “Company Expenses” include airfare
  - “Reimbursement Amount” is the employee’s total reimbursement.
- To approve ER, click green “Approve” button at top.

Company Expenses:	\$620.22 USD
Personal Expenses:	\$0.00 USD

# + Common Problems

These are the common situations that can cause delays in your reimbursement or may lead to unreimbursed expenses:

- No prior approval.
- Business Purpose (or if travelling for sponsored research, Benefit to the Grant Statement) not included.
- Missing Receipts – Turn in ALL receipts- except for meals claimed under per diem. A receipt includes payment information. Itineraries and contracts are not receipts.
- Payments made by non-UW companions – make sure all receipts are in the travelers name. Receipts should not be in the name of partners, spouses, family members, friends, etc.
- Lodging is over per diem and no documentation is provided – you will not be reimbursed for over per diem lodging amounts unless you qualify for one of the following exceptions which requires documentation and sometimes the Director of Finance's approval:
  - Conference Hotel
  - Comparative Advantage
  - Suite Required
  - Special Event or Disaster
  - ADA or Health & Safety
  - Non-UW Traveler
- Including Personal Travel and not including a list of comparison fares from multiple airlines, per UW Policy.
- Rental Car agreements with a Non-UW traveler's name on it. If the other driver on the contract is not a UW employee traveling on UW business with you, then it cannot be reimbursed.
- Non-Complimentary upgrades for more legroom is purchased.
- Post-Travel Form not fully filled out. This information is needed to complete your ER in Ariba.

## + Resources

**UW Travel Home Page:** <http://f2.washington.edu/fm/travel/>

- You can access Ariba from here if you do not have your email notification—  
See the “Quick Links” box on the right side of the home page.

### **UW Travel Policies and Procedures**

<http://f2.washington.edu/fm/travel/policies>

### **Rental Car Insurance Guidelines**

(types of insurance chart by rental car company and payment method)

<http://f2.washington.edu/fm/travel/carrentals>

**FAQs:** <http://f2.washington.edu/fm/travel/faq>