COE Top 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.
- Complete travel pre-approval form (goldenrod) and identify all sources of funding.
- Ask if the funding source has any special requirements or restrictions with regard to travel arrangements or expense reimbursements.

**Personal Time**

- Comparison Airfare needed (for different cities)—please 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 meals must be within per diem. Alcohol is not allowable.
- Meals provided by hotel or conference count against per diem allowable whether used or not.
- No receipts required for meals per diem. If you would like to claim less than the allowable amount to preserve your funding, just 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.

**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 from the UW business event with agenda times, dates, and locations.