All purchases are subject to UW policy (see https://finance.uw.edu/travel/policies)

GENERAL PROCESSING INFORMATION

- Non-UW US Citizen with a green card=eligible for checks
- Non-UW Foreign National = eligible for checks / wires
  - B-2 (Tourist visa) = limited to reimbursements of 9 days maximum, need I-94
  - B-1 (Business visa) = need passport image page and electronic I-94
  - Canadians = need passport image –OR- driver’s license with proof of citizenship
  - WT (Visa Waiver countries) = need passport + I-94

PER DIEM RATES

- Use the GSA site for per diem rates: https://www.gsa.gov/travel/plan-book/per-diem-rates
- Meal and lodging per diem rates: Look up the location you are going to and pay attention to the time you will be there: http://www.gsa.gov/portal/content/104877

PRE-TRIP APPROVALS

- Written approval required by GIX for all travel (no one can approve their own travel)
- Out-of-state travel
  - WA/OR/ID are considered in-state travel for WA state residents
  - True for even non-UW travelers
- Travel must be economical for airfare, cars, etc. (lowest price possible)

PERSONAL TIME

- Airfare or car rental comparison must be documented before travel begins (3+ weeks ahead)
  - Comparison should match the days of business without personal time

FLIGHTS

- Work with GIX’S Travel Agent, Jeanne Kick
  - email address is jeanne.kick@travelleaders.com
  - phone number is 206-363-5296/1-888-633-5344
- If need lodging with a flight, work with Jeanne for this as well
- For students going abroad
  - Insurance package must be purchased by students ahead of time, when on UW business
  - Note that the insurance package is not reimbursable
LODGING GUIDELINES

- Lodging documentation needed:
  - Make sure location is listed on the receipt and shows any extra occupancy fees
  - Obtain a signed and dated *itemized receipt/order*
    - If from traveler, printed copy, signed and dated by the traveler
    - If directly from hotel, forward email from hotel representative with the attachment
  - If daily rate goes over allowable per diem rate for area, may request exception (document why)
    - Exceptions must usually be pre-approved in writing by Vice Provost or Dean (attach)
    - Conference or meeting hotels may possibly exceed 150% rule
      - Documentation clearly shows it was designated as a conference or meeting hotel (e.g. provide website printout)
    - Or, if nothing else was available within 5 miles (provide proof of mileage and google search)
      - Non-UW persons on UW business can be reimbursed over 150% rule for expenses
      - Note that AirBnB and VRBO are considered commercial lodging facilities and documentation is required

- Without flights:
  - Must be over 50 miles from official duty station and residence
  - Usually must be an overnight trip
  - At minimum, must be 3+ hours past regular hours
  - If directly getting a written quote / estimate of costs from hotel website, forward to Gail to use CTA card, if reservation is needed

MEALS

- Person must be in travel status
- Based on GSA per diem allowances
- No expense documentation is required. However, documentation may be required to prove which meals were provided
- Cannot claim someone else’s meals for your per diem allowance (ask for reimbursement instead)

NON-REIMBURSABLE CHARGES:

- Personal expenses
- Alcohol
- Childcare fees
- Portage fees
- * Room service
- * Minibar fees
- * Duty taxes
GROUND TRANSPORTATION

- **Rentals**
  - Full-sized car is the limit allowable
  - Must be lowest price logical
  - Itemized receipt with
    - Damage waivers (are allowable)
    - Vehicle type
    - Fees
    - Proof of payment
  - Gas is reimbursable for rental cars, All listed drivers must be on UW business (i.e. UW employee or non-UW person approved for travel by UW) or won’t be reimbursed
  - OK to accept Collision Damage Waiver (CDW), and Loss Damage Waiver (LDW)
  - **NOT-ok** to accept supplemental liability insurance or roadside assistance

- **Personal Use of Vehicles (POV)**
  - Mileage should be documented with a mileage log, using odometer readings or google map verification
  - Gas is not reimbursable for personal vehicles (it is included in the calculations for mileage reimbursement)

- **Duty Station Limitations**
  - Cannot get reimbursed for mileage from your official residence to your duty station (i.e. Bellevue GIX)
  - OK to get reimbursed if you attended a meeting not at your regular duty station (i.e. Seattle or Bothell campus) to your official residence

CHANGES AND CANCELLATION

- **NOT ALLOWED** due to childcare, misconduct, negligence, and other personal reasons
- **ALLOWABLE:**
  - UW Business reason
  - Cancelled conference or meeting
  - Unexpected family member death (UW doesn’t designate acceptable relationships)
  - Own unexpected illness