



Research + Practice Collaboratory

Travel Reimbursement Guide

RECEIPTS

- + Make sure to collect all receipts while traveling and place them in safe keeping for processing upon return. When in doubt, ask for a receipt!
- + Once you have returned from travels, please submit scanned copies of receipts via email to Steve Cukier at lifefisc@uw.edu or send original receipts through mail. Photos of receipts are not acceptable.

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- + Receipt must show method of payment.
- + All receipts must be itemized receipts. Receipts that only show the total amount, such as a credit card receipt, will be subject to more scrutiny.
- + All receipts and travel forms must be turned in, along with any required project documentation, within 30 days of return from your travel.

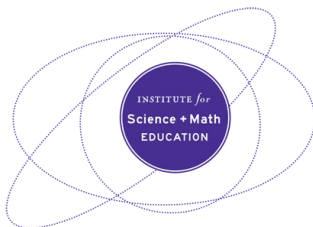
TRANSPORTATION

- + When booking airfare, if you plan on travel longer than the dates of the meeting please contact Steve Cukier at lifefisc@uw.edu before you book your flight.
- + Single trip, daily and weekly public transportation passes are reimbursable for
- + Tolls are reimbursable with a receipt. Please use the pay-by-mail option. Cash payments may not be reimbursed.
- + Mileage for car transportation can be reimbursed at the rate of \$0.58 per mile. Attach a Google Map or other map that lists the travel directions and includes the total mileage. Parking fees (not valet) are also allowable.
- + Receipts are needed for Taxi, Uber, Lyft, etc. Please also include a short description of
- + the trip. (Example: "airport to hotel")

MEALS

- + Meal receipts are not required.
- + Per diems are calculated by determining what meals are covered by your travel. This excludes:
 - Meals provided by event organizers, whether or not you chose to partake.
 - Meals that occur before or after your travel times. For example, if your travel starts at 12pm, the breakfast portion of the per diem will not be covered that day.
 - Reimbursements for meals are personal. Paying for other people's meals are not reimbursable.





RESEARCH + PRACTICE COLLABORATORY

Name of Traveler: _____ Email: _____

Destination: _____ Dates of Travel: _____

US Citizen or Green Card: ☐ Yes ☐ No Addresses to mail your reimbursement check

Street: _____ City, State, Zip: _____

Entered Travel Status (Date/Time): _____ Left Travel Status (Date/Time): _____

Personal Travel. This includes staying in the meeting city longer than the meeting dates

Please note: any additional expenses or air cost incurred during personal travel, including expenses incurred by others not traveling on UW business, will not be reimbursed. You need to provide an airfare quote for the meeting dates only, if applicable. Please contact us if you plan on personal travel.

Did you stay longer than UW-related business? ☐ Yes ☐ No

☐ Provided comparison airfare to show cost of airfare without personal time

Other pertinent details: _____

- Was your airfare purchased by the college? ☐ Yes ☐ No
- Were any meals provided by the hotel, event, or did another person buy your meal? ☐ Yes ☐ No
(If yes, please describe on back and check off the meals provide in the table below)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Did you pay for any expenses for another traveler (food, lodging, registration etc)? ☐ Yes ☐ No (If yes, please describe on back)
- Did you pay more than maximum allowable lodging rate? ☐ Yes ☐ No To look up lodging per diem rates: www.gsa.gov/perdiem If so, select reason:
☐ Conference Hotel ☐ Special Event or Disaster ☐ ADA or Safety/Health
- Did your travel plans change during trip (flight delays, came home early, etc.)? ☐ Yes ☐ No (If yes, please describe on back)

Attachment Checklist (Note: Please be sure to print all receipts/info single-sided)

- ☐ Hotel receipt with zero balance ☐ Conference registration receipt (if applicable)
- ☐ Air receipt with flight times ☐ Conference agenda/schedule (if applicable)
- ☐ Receipts for incidental expenses (taxi, baggage check, Wi-Fi, parking etc.)

Return form and receipts to lifefisc@uw.edu

Please note: Failure to provide complete information or required documentation may delay your reimbursement.

Please use the space below to provide more detail about the following:

- **List any incidental or additional expenses** ☐ **Expenses paid for other travelers**
- **Describe changes in travel plans** ☐ **Additional funding (not included on Pre-**
- **List provided meals** **Travel Authorization)**
