

# College of Education Travel Reimbursement Form

Name of Traveler: \_\_\_\_\_ Email: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Method of payment:  Check sent to address (below):  Direct Deposit  Check to Fiscal Office

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Entered Travel Status (Date/Time): \_\_\_\_\_ Left Travel Status (Date/Time): \_\_\_\_\_

**Personal Travel**

*Please note: any additional expenses incurred during personal travel, including expenses incurred by others not traveling on UW business, will not be reimbursed.*

*You may need to provide a quote for a hotel rate based on single occupancy, if applicable.*

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 on the College CTA card?  Yes  No• Did you pay more than maximum allowable lodging rate?  Yes  No

To look up lodging per diem rates: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

○ If so, select reason:

 Conference Hotel Special Event or Disaster ADA or Safety/Health Suite Required Lower Cost Overall\*

\*Lower Cost Overall **requires documentation** showing that the actual amount paid for lodging is less than the cost of lodging under per diem plus the added cost of transportation from lodging to meetings.

• Did you pay for any expenses for another traveler (lodging, airfare, registration, etc)?  Yes  No  
(If yes, please describe on back)• Were any meals provided?  Yes  No (If yes, please describe on back)• Did your travel plans change during trip (flight delays, came home early, etc.)?  Yes  No  
(If yes, please describe on back)• Do you have other funding (not previously included on Pre-Travel Authorization)?  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.)

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

