

Helpful Travel Information - FAQs

Once your trip is approved, the information below should be helpful.

Airfares

Q: Can I stay extra days or make a side trip?

A: We will reimburse you for the cost of a round trip airfare (Seattle to your destination). If you elect to stay longer or make a side trip, this is considered to be personal time. Personal time cannot result in any additional cost to the University. If your trip includes personal time, please provide a comparison airfare showing the cost, excluding the personal time. The comparison airfare must be obtained prior to ticketing. You will be responsible for any additional cost caused by personal time.

Q: Can the department pay for my ticket, or must I purchase it and be reimbursed?

A: The department can purchase the ticket for you on a corporate travel account. If you have personal time associated with your trip resulting in additional cost, you will need to purchase your own ticket. You will be reimbursed for the business portion (see above). You can be reimbursed for the airfare in advance of the trip.

Q: How does the Department pay for my airfare?

A: Complete the Request to Charge Chemistry CTA form. The Purchasing and Accounting office will pay for your ticket on a corporate travel account. You will need to receive prior approval for the trip before any expense can be charged to the CTA account. If you have questions, please contact Austin.

Foreign Travel

Q: I'm traveling outside the US. Is there anything special I should know?

A: All international travelers should review the information on the UW Office of Global Affairs website:

<http://www.washington.edu/globalaffairs/global-travelers/>

Q: I'm a student. Is there anything special I need to do?

A: Yes, all students traveling internationally **must** register their itineraries with the Office of Global Affairs. In addition, all students **must** purchase insurance through the UW Student Abroad Insurance Plan.

Q: As a student, I'm already covered by GAIP insurance. Isn't that enough?

A: No. The UW Student Abroad Insurance plan provides comprehensive medical coverage aboard and evacuation services for medical emergencies, natural and political disaster evacuation coverage. These services are not provided by your regular plan.

Q: Can I be reimbursed for this insurance coverage and visa fees?

A: Yes, you can be reimbursed for the UW Student Abroad insurance and visa fees.

Q: Does traveling to Canada fall under these foreign travel guidelines?

A: Yes, it's not far away, but traveling to Canada is considered to be foreign travel.

Q: Is there anything else?

A: If the source of funding for your trip is federal grant funds, you will need to travel on a US airline.

Registration Fees

Q: I'm attending a meeting. What about the registration fee?

A: The Purchasing and Accounting Office can pay the registration fee for you. We'll need to know if meals or lodging are provided by the conference registration fee. If there's a deadline for registration, be sure to allow sufficient time for the PandA Office to process your payment. Submit the request to pay the registration fee with your prior approval request.

Memberships

Q: I'm required to be a member of the organization to attend the meeting. Can my research adviser pay membership fees?

A: Yes, but memberships are generally not an allowable cost on grant budgets. Your faculty sponsor will need to provide a non-grant budget to pay for the membership. Membership fees should generally be submitted via PurchasePath.

Lodging

Q: What about the hotel?

A: You're generally responsible for paying your own hotel bill. Some conferences include a lodging component in the registration fee. The Gordon Conferences are an example. Most conferences reserve a block of rooms at a reduced rate. Check with Austin to be sure the accommodation you select is within the allowable amount for reimbursement. If you need an advance of funds to cover the costs of your trip, please see Per Diem Advance below.

Per Diem Advance

Q: I'm on a tight budget. Is there a way to get funds in advance to pay for the trip?

A: Yes, if approved by your faculty supervisor, UW employees may obtain a per diem advance. Indicate that you need a per diem advance on your Prior Approval form. Advanced amounts will be deposited into the bank account used for your pay check direct deposit. This will occur shortly before your

departure date. Your advance must be reconciled upon return by submitting an Expense Report. If you fail to reconcile the advance, the amount of the advance can be deducted from your pay.

Reimbursement – Expense Reports

Q: What receipts are required for reimbursement?

A: If you purchased your own airfare, please provide the receipt and itinerary. You will need to provide the original hotel folio showing a -0- balance. You'll be reimbursed for lodging only – no additional charges - room service, movies, etc. Taxi/shuttle/parking receipts are required if \$75 or more. Meal receipts are not required at all. Meal costs are covered by a fixed per diem amount which is specific to location.

If you rent a car, we will need the itemized receipt, and receipts for gas purchased for the rental car. If you drive your personal vehicle, we can usually reimburse you for mileage. However, personal car reimbursement cannot exceed the lowest cost air fare. The current mileage rate is \$0. 0.535 per mile, which includes gas plus wear/tear on your personal vehicle. You cannot be reimbursed for gas purchased for your personal vehicle because it is included in the mileage rate.

Q: I have all the receipts. Now what?

A: Contact Austin to prepare an Expense Report. An Expense Report is an electronic document that is used to submit, review, approve and reimburse travel expenses. It will be routed to you in the ARIBA system.

Q: How am I reimbursed? How long does it take?

A: Once your Expense Report is processed and approved, the reimbursement payment will be deposited to the bank account used for the direct deposit of your paycheck. This usually happens on the next business day. If you wish to receive a paper check, let Austin know. Travel reimbursements are reviewed and approved by the Chemistry Purchasing and Accounting Office, then the University's Travel Office. To be sure your reimbursement is processed quickly, please have all the required documentation and contact Austin as soon as you return.

If you have any questions, please contact Austin or Joan in the Chemistry Purchasing and Accounting Office.