Which Travel Form Do I Use When???

A Travel Expense Voucher (TEV) is used when the claimant is to be reimbursed for his/her OWN travel expenses, including registration, mileage, airfare, per diem, and any other miscellaneous items. A TEV is the correct document even if only registration miles are claimed, as long as the claimant paid his/her own way.

A University of Washington Invoice Voucher (UWIV) is used when the claimant paid for someone else’s travel expenses. For example: Belle Ingham traveled to a meeting and took her assistant Hesa Traveler with her. Belle paid for her own travel and submitted a TEV to be reimbursed for her own expenses when she returned. Since Belle also paid for Hesa’s hotel expenses, she then submitted a UWIV to be reimbursed for Hesa’s expenses.

A UWIV also is used for advance payment of a registration fee directly to a vendor. If a person attending a conference cannot afford to pay the registration fee up front, or does not possess the UW Travel Card, then the completed registration form and UWIV must be sent to the Travel Office at least 10 days in advance of the deadline. The UWIV must state the vendor’s name and address, attendee’s name(s), location and dates of the conference, and correct fee amount. There also is space for any special instructions, such as “call for pickup” when including an abstract or other paperwork.

NOTE: Prepayment is ONLY for official business items. If an extra fee is required for a social function or to pay for a spouse, then the traveler must pay that portion separately. NEVER send a personal check to Travel with the prepayment request.

Forms Required Before the Trip:

Department Travel Request Form for Grad Students, PostDocs, Research Assistants, Staff. Travel Request Form MUST be signed and approved by supervisor and/or Department Administrator PRIOR to trip. If request for a conference, a conference brochure, agenda, or other information MUST be attached.

Conference Registration can be paid with the Department ProCard. See the Purchasing & Accounting Manager (BAG 109). If you want the University to write a check you must complete the Invoice Voucher/Receiving Report.

Per Diem Advance Request – Complete the Per Diem Advance Request form (UofW 1600).

Airfare reimbursed before trip – You must complete the Travel Expense Voucher and attach and Itinerary/Invoice from the travel agency.

Forms Required After the Trip:

Complete the Travel Expense Voucher and submit with Department Travel Request Form and receipts. If submitted TEV for conference, conference brochure, agenda, or other documentation MUST be attached to TEV. Department secretaries process travel reimbursements for faculty, researchers, and grad students.