



Health Services PhD Student Travel Procedures

If you will receive any University of Washington, Department of Health Services, or UW-administered grant funding for your travel, please follow these procedures:

1. **Prior Approval:** for grant-funded travel, obtain pre-approval from the PI. For travel funded by a Health Services Graduate Student Travel Grant or by the UW Graduate School GSFEI fund, talk with the counseling services coordinator to make sure that all of your approvals are in place.
2. **Authorization to Travel form:** fill out page one of the Department of Health Services Travel Authorization form and submit it to the counseling services coordinator. The counseling services coordinator will make sure that appropriate PI and Departmental signatures have been obtained, and will let you know when the authorization is complete so that you can begin to make your travel reservations and plans.
3. **Air Travel:** you may handle your airfare in one of two ways: **a)** you may purchase your own ticket and submit the ticket (with a complete itinerary and breakdown of the airfare) for reimbursement after you return, or **b)** you may request that your airfare be purchased through the Department of Health Services Travel Account. To have the Department purchase your ticket, e-mail Peggy Shull at Global Express (peggy.gx@vacation.com) and copy the counseling services coordinator in your message. Once you have confirmed that a particular itinerary and price is acceptable to you, the counseling services coordinator will give approval for the Department Travel Account to be charged.
4. **Conference Registration:** you may handle your conference registration in one of two ways: **a)** you may register yourself and then submit your receipt for reimbursement after the conference, or **b)** you may request that the Department pre-pay your registration. To have the Department pre-pay your registration, fill out the conference registration form and bring or mail it to the counseling services coordinator, who will fill in the payment information and fax the form to the conference registrar.
5. **Hotel:** you must handle your own hotel reservations and pay, if applicable, any registration deposits. Consult the UW Travel Office web site (<http://www.washington.edu/admin/travel/>) for maximum hotel rates, which vary from city to city. (There are exceptions under which you may stay at a hotel even when the rate exceeds these maximums; consult the counseling services coordinator for details). Turn in your detailed hotel receipt/bill for reimbursement after travel has been completed. If you have your own Individual UW Travel Charge Card, you can put hotel reservations on that credit card. If you do not have an Individual UW Travel Charge Card, you can request a Per Diem Advance, which will provide you with funds for your estimated hotel and meal expenses. Consult the counseling services coordinator about applying for a travel advance. Advances are issued no more than 10 days prior to your departure date.
6. **Meals:** you must pay for your own meals during travel, but you do not need to save receipts: eligible meals are reimbursed at a standard per diem meal rate, which varies according to the city in which you'll be staying. For the policy on which meals can be reimbursed, and for the per diem meal rates for the city where you'll be staying, visit the UW Travel Office web site (<http://www.washington.edu/admin/travel/meals.html>). If you have your own Individual UW Travel Charge Card, you can put your meals on that credit card. If you do not have an Individual UW Travel Charge Card, you can request a Per Diem Advance, which will provide you with funds for your estimated hotel and meal expenses. Consult the counseling services coordinator about applying for a travel advance. Advances are issued no more than 10 days prior to your departure date.
7. **Miscellaneous Expenses:** you can be reimbursed for some miscellaneous travel expenses (<http://www.washington.edu/admin/travel/miscellaneous.expenses.html>), such as local transportation (bus, taxi, or other transit fare), business charges for limited internet or

telephone use, parking fees, mileage reimbursement, etc. Please check with the counseling services coordinator if you're in doubt about what kinds of expenses are reimbursable, and be sure to save your receipts.

8. **Reimbursement:** When you return, fill out page two of the Department Travel Authorization Form (Travel Reimbursement page) and bring all of your receipts (except for meals), your airline ticket copy and itinerary, your conference registration, and printed materials on the conference proceedings (schedule) to the counseling services coordinator, who will fill out a Travel Expense Voucher (TEV) on your behalf, obtain your signature and Department signatures, and forward it to the UW Travel Office.
9. **Questions:** please feel free to check in with the counseling services coordinator with any questions you may have about travel: (206) 616-2977 or hservphd@u.washington.edu.

Travel Procedures Checklist:	
Obtained approval from PI or from Department/Graduate School (whoever is in charge of the funding for your trip):	<input type="checkbox"/> Yes
Completed page 1 of the Authorization to Travel form and turned it in to the counseling services coordinator:	<input type="checkbox"/> Yes
Received word to go ahead with travel arrangements:	<input type="checkbox"/> Yes
Checked the UW Per Diem limits for hotel reimbursement in the city to which you're traveling:	<input type="checkbox"/> Yes
Checked the UW Per Diem limits for meal reimbursement in the city to which you're traveling:	<input type="checkbox"/> Yes
Saved itinerary and a copy of the air travel ticket or e-ticket with a detailed breakdown of fare information:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A (Dept pre paid)
Saved conference registration receipt and detailed conference program information:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A (Dept pre paid)
Saved detailed hotel bill itemized for room charges, taxes, and other services:	<input type="checkbox"/> Yes
Saved receipts for allowable miscellaneous expenses such as taxis, shuttle service, business center services, etc.:	<input type="checkbox"/> Yes
Completed page 2 (Expense Reimbursement) of the Authorization to Travel form and turned it in to the counseling services coordinator along with all required receipts:	<input type="checkbox"/> Yes
Received a completed Travel Expense Voucher (TEV) from the counseling services coordinator, signed the original form, and returned it:	<input type="checkbox"/> Yes