

**Department of Immunology
University of Washington**

TRAVELER'S RESPONSIBILITY TO KNOW THE RULES

The Department of Immunology has the responsibility to insure that faculty, postdoctoral fellows, graduate students and staff are aware of, and understand the rules and regulations set forth by the State and the University surrounding official University travel. Please familiarize yourself with the University and State of Washington guidelines and information on travel while conducting business during your employment at the University of Washington (<http://www.washington.edu/admin/travel/>).

TRAVELER'S RESPONSIBILITIES:

A traveler on official University business for which they will be reimbursed is responsible for:

- Being familiar and complying with State, University and department travel and transportation regulations before embarking on travel.
- Selecting travel options which are economical to the University/State.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excessive expense, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Paying any excess costs and any additional expenses incurred for personal preference or convenience.
- Returning as promptly as possible to either the official station or official residence when the state business is completed.
- **Securing prior authorization for travel.** The Chair authorizes faculty travel. Principal Investigators authorize travel for fellows, graduate students and staff in their laboratories.
- Verifying that all travel arrangements are confirmed prior to departure.
- Ensuring the Travel Expense Voucher is prepared in a timely manner and providing appropriate original receipts and documentation is required.

Leave of absence during business travel:

- If a traveler combines a vacation or other personal use onto a legitimate business trip, it is allowed only where ALL of the following conditions exist:
 - The primary purpose of the trip is official state business;
 - The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
 - The University does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.
- When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to work-related duties must be shown on the Travel Expense Voucher. Per diem and transportation expenses are not to be granted for the leave of absence period.
- When a travel takes a leave of absence of any kind as a result of illness or injury that is due to the traveler's own misconduct, the authorized reimbursement for meals, lodging and all other travel expenditures may not be continued during the leave period.

DEPARTMENT REPOSIBILITIES:

The Department is responsible for directing travel and approving reimbursement are to:

- Ensure compliance with the State and University travel and transportation regulations.
- Ensure that any travel costs incurred are: directly work related, obtained at the most economical price, and both critical and necessary for state business.
- Exercise prudent judgment in approving travel-related costs.
- Establish an effective system for management and control over travel-related costs.
This system should include:
 - Written internal policies and procedures.
 - Authorization or approval of travel costs by the department head or authorized designees.
 - Clearly defined roles and responsibilities to include the level(s) to which department head responsibility has been delegated.
- Review airline ticket purchases to ensure compliance with the terms and conditions of state airline contracts.
- Ensure travelers are not treated differently under like travel circumstances.
- Ensure the department uses the required travel charge card method.
- Ensure the itinerary of an employee is to be planned in order to eliminate unnecessary travel in the performance of work assignments.
- Ensure the number of University employees attending a particular meeting should be the minimum necessary, consistent with the benefit to be derived therefrom.

PLEASE PROVIDE ALL SUPPORTING ORIGINAL DOCUMENTATION RELATING TO THE PURPOSE OF TRAVEL WITH YOUR TRAVEL ITINERARY. THIS DOCUMENTATION WILL INCLUDE MEETING BROCHURES, LETTERS OF INVITATION, REGISTRATION, WORKSHOP AGENDAS, ETC.