OACIS GK12 Rules for Reimbursement for Travel

When attending OACIS GK12 workshops the following travel expenses will be reimbursed by the program. Please note that when possible you should save and submit your receipts.

- Ferry fare and mileage for those traveling out of their region
- Lodging costs for those traveling out of their region
- Parking fees for those who are attending the meeting outside of their usual place of business (teachers parking at UW, teachers and fellows who travel out of region and opt not to stay in a hotel).

In Seattle, the program will provide light breakfasts (pastry/coffee) and lunch. For meals that we don’t supply, we will pay you a per-meal per diem (rates for these are set by the gummint).

For reimbursement, all will go more quickly if you follow this protocol:

1. Fill out the travel expenses form below.
   If you are requesting mileage, please write or type out on a separate sheet of paper the date, where you drove From/To, and the miles you drove; the University reimburses ca. 50 cents a mile for use of personal car rather than reimbursing directly for gas. We will do the calculations and enter that amount on the expenses sheet. Ferry fares and parking get listed under “Misc” – please keep and provide receipts if possible. For lodging, we MUST have receipts, and it must have your name on it. For meals, we pay a set rate so no receipts are necessary.

2. For fastest service, please MAIL (that thing you do with a stamp) this form, the mileage sheet, and all receipts to Megan Dethier (620 University Road, Friday Harbor, WA. 98250). I will sign and pass the package on to Aimee, who fills out the next form.

3a. If you are a UW employee, this then enters the new UW travel system call Ariba, which generates a bizarre number of emails, only one of which you need to pay attention to; just watch for the one that has ACTION REQUIRED in the subject line; you will then need to open this link and click on Approve, and that should be it.

3b. If you are not a UW employee, Aimee will send you a completed form. Then the key, last step: YOU sign this final form, and MAIL it (and all the accompanying paperwork that Aimee has sent you) to the Travel Office, whose address will be supplied with the paperwork.

4. The travel office cuts the check, theoretically within a few days, and mails it directly to you.

Sound cumbersome? Well, this is a giant bureaucracy after all!
TRAVEL EXPENSES SUMMARY
Detailed travel information to be found at:
http://www.washington.edu/admin/finserv/travel

Project and/or Budget (s) #: OACIS-GK12 61-7528

To be completed by dept.
Date Rec’d__________________
Date Entered__________________

TRAVELER INFORMATION:

Name: ___________________________ Phone #: ___________ UW Box# ___________

Home Address (city/state): ___________________________ Official Work Station: _____________

UW Employee (on payroll): □ YES □ NO US CITIZEN □ YES □ NO

IF NO ATTACH COPY OF PASSPORT AND I-94 DOCUMENTATION

TRIP INFORMATION:

Purpose of this trip(include destination City and State): ___________________________________________

Name of event (no acronyms), date(s): ________________________________________________________

(please use another sheet if necessary)

Date: ___________ Time: ___________ □ am □ pm

Departure from official station or home:
Arrival at destination:
Departure from away location:
Arrival at official station or home:

If this trip included personal time, record the dates & times of day you began & ended personal time here:

(please use another sheet if necessary)

EXPENSES:

List expenses other than self purchased meals: Original receipts are required for all items exceeding $50.00. Additio

lodging, car rental, and domestic laundry receipts are required regardless of cost. List item cost details below:

Airfare: (receipt w/full itinerary required):
Purchased using CTA: □ YES □ No Individual Travel Card: □ YES □ No

If applicable, was contract airfare purchased? □ YES □ NO (if no, please circle reason on reverse.)

Lodging (include hotel folio):

Car Rental:
Registration:
Misc/Other expenses:

Provide expense item type, date and cost. Includes such expenses as parking, taxis, business calls, internet, immunization, visa’s, etc.:

• Were any meals or other costs included? (Regardless if registration was paid) If yes, please describe.

PRIVATE AUTOMOBILE MILEAGE:

From: ___________ To: ___________ # of miles: ___________

Attach mileage log for vicinity miles or Mapquest for point to point miles.

COMMENTS:

Traveler’s signature: ___________________________
LODGING:
To view lodging rates, go to:
http://www.washington.edu/admin/finserv/travel/contracts.html#meal.lodging.rates and select the link that corresponds with the dates of your travel. Scroll down to the bottom of the page and click on the “Domestic Per Diem Schedule”.

Conditions For an Exemption Up to 150% of the Maximum Per Diem Rate is Authorized
Under certain specified conditions listed below with prior approval from an authorized person, higher actual lodging expenses up to 150% of the total per diem rate are allowed. This is applicable in both standard and high cost locations, domestic and foreign.

1. You attend a meeting, conference, or training session where you are expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefits will be achieved by authorizing you to stay at the lodging facility where it is held.
2. Lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging allowance, and the savings from staying at a less expensive but more distant location are consumed by increased transportation and other costs.
3. Your business requires you to have a suite or other quarters you would not normally need.
4. Costs in the area have increased for a brief period of time because of special events or disaster.
5. This is needed to comply with provisions of the Americans with Disabilities Act or when your safety and/or health as a traveler is at risk.

Indicate the number of your particular exception on your TEV when you return.

Conditions For an Exemption in UExcess of 150% of the Maximum per Diem Rate for Lodging is Authorized: In rare circumstances, the actual cost of lodging may exceed the 150% maximum. To determine the 150% threshold use the total daily per diem rate (lodging and meals) for the specific location. Multiply this total by 150% which will equal the "150% threshold" for lodging that can be claimed when the specified conditions exists. For domestic and non-foreign overseas areas the "150% maximum" amount that can be claimed is the room rate only before taxes. For foreign areas the "150% maximum" amount that can be claimed is the room rate including taxes.

The University may reimburse the actual cost in excess of 150% threshold provided this condition applies:

1. The traveler has prior approval from an authorized person.
2. The traveler is required to attend a meeting, conference, convention, or training session where the travelers is expected to have business interaction with other participants in addition to scheduled events.

AIRFARE: To view contract airlines, go to:
http://www.washington.edu/admin/finserv/travel/contracts.html#airfare and select the link that corresponds with the dates of your travel. Acceptable means of purchasing tickets include WA state contract travel agent or direct with airline, YOU MAY NOT PURCHASE TICKETS VIA ONLINE SOURCES OTHER THAN AZUMANO.

There are acceptable reasons for not using the contract fares and airlines:

1. You found a cheaper airfare.
2. The contract airline does not have a flight that meets your time needs.
3. There are no seats available on the flight you need.
4. There is no contract fare to the particular destination.

If you do not use the contract fares for one of the above reasons, be sure to indicate that reason on your TEV. For complete information on travel policies and procedures at the University of Washington, please visit the Travel Office’s web site at http://www.washington.edu/admin/finserv/travel/. This site will also provide current contract airfares and per diem rates.