

Pulmonary and Critical Care Travel Reimbursement Process Overview

General Information

Employees of the UW are obligated to expend travel funds in accordance with state regulations and internal rules the University may establish to ensure the proper use of funds. The University must apply the same regulations and requirements to the use of grant and contract funds. Employees are expected to travel in an economical manner and only for authorized purposes.

Reimbursement is based on funding availability and State of Washington approved reimbursement guidelines.

More information can be found at

<http://www.washington.edu/admin/finserv/travel/responsibility.html>

PCCM Travel Funding

Travel funds are obtained through extramural grant support or provided to Division members as designated stipends. There are no central, or institutional, travel funds provided to the Division. This means you should not plan a trip without first confirming that funding is available for your use.

Division support staff are able to help you avoid carrying some of these charges on your personal credit card but you will need to plan ahead to ensure that someone is available to assist you.

Abstract fees should be submitted directly by Division support staff using their procards. Procard processing will depend on timely requests and staff availability. If you are unable to get hold of one of the staff listed below, please self-pay and submit your receipt for reimbursement.

Registration fees should be submitted by the **early registration** deadline. Late registration will not be reimbursed in full. Again, Division support staff may pay these fees directly using their procards but processing will depend on the timeliness of the request and staff availability. If necessary, please self-pay and submit your receipt for reimbursement – reimbursement will be processed **AFTER** your trip is completed along with your other costs.

Airfare: State of Washington regulations require that all airfares for UW employees/students must be purchase through a [contract travel agency](#), [contract internet provider](#), booking directly with any airlines' website or directly calling any airline. Guidelines indicate that you must purchase tickets with either your [individual UW Travel Charge Card](#) or a [department CTA](#). The (CTA) is overseen by Tara Trowbridge. Fares must be pre-approved by Tara Trowbridge or Monica Fawthrop prior to purchase if the CTA is to be used. Travel agents should contact Monica (mfawthro@u) or Tara (tbridge@u) by email to obtain approval.

Many individuals purchase tickets using personal credit cards – the Travel office is not obliged to fulfill these reimbursement requests and periodically tighten up on their enforcement of this policy. If you choose to book fares using a personal credit card, you do run the risk of not being reimbursed.

Lodging reimbursement levels are set by the State of Washington. Again, you are expected to travel economically and should identify a roommate to help reduce expenses associated with your travel. If you choose to book a room by yourself, you run the risk of not being reimbursed in full for your expenses.

Lodging reimbursement requires a receipt indicating the nightly room rate and payment – express check out is not accepted. Also, combined airfare/lodging receipts from Travelocity or similar websites are not accepted by the UW Travel office.

Use of business services should be minimal. Recreational expenses (movie rentals, gym fees, etc) will not be reimbursed.

Food is reimbursed on a per diem basis based on your travel schedule. You should confirm which meals require reimbursement.

Ground transportation and airport parking may be reimbursed. You will not be reimbursed for car rental or associated costs unless a rental car is required.

How do I get reimbursed after the meeting?

The UW will soon be utilizing a web-based travel reimbursement format which will change the processing format but will still involve centrally trained staff for verification and approval of travel expenses. Information will be distributed as it becomes available.

In the meantime, please submit original receipts to one of the administrative staff listed below using the travel reimbursement form found at:

<http://depts.washington.edu/pulmcc/AdminGuide/AdminGuide.htm>

Please submit your travel expenses immediately upon return. Reimbursement from grants is limited by the end date of the award. Expenses submitted late (after the grant end date) may not be reimbursed.

Who can I contact with payment and reimbursement questions/requests?

Meg Frazer, frazem@u, 685-0334, Box 356522

Rahimah Carpenter, carper2@u, 685-8480, Box 356522

Tara Trowbridge, tbridge@u, 744-2273, Box 359762

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Center for Lung Biology: Nan Holcomb, nholcomb@u, 221-2814 and Box 358050 through 8/31/08

Other questions? Contact Monica Fawthrop, mfawthro@u, 685-8435