

Reimbursement Information

Traveler's Name:	
*Mailing address (for check):	
Email:	
Travel Destination:	
Purpose of trip:	
DEPARTURE	Date:
	Time:
RETURN HOME	Date:
	Time:
EXPENDITURE	TOTAL COST
Airfare	
Lodging**	
Parking	
Rental Car	
Shuttle fares	
Taxi Fares	
Other	
MILEAGE	
Address of Departure Point	
Address of Destination	
Include all receipts except for meals***	

Questions? Contact the Network at
wildeng@uw.edu

Please fax, mail, or email this form and
your travel receipts to us at:

William Deng
4225 Roosevelt Way NE, Suite 308,
Seattle, WA 98105
P: 206-616-4639
F: 206-685-0610

PLEASE USE THE TABLE BELOW
TO INDICATE WHICH MEALS YOU WOULD
LIKE REIMBURSED.

DATE	B	L	D

COMMENTS:

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*Address will be visible to all UW employees with access to the online reimbursement site.

**CAR RENTAL: Drivers must be restricted to those conducting UW-related business.

***WA state law prohibits reimbursement of lodging and meals within 50 miles of home/work.

****Please note, Faculty Development Fellows and SIMS trainees are not eligible to receive per diem or meal reimbursement.

**UW Family Medicine Residency Network
TRAVEL PREPARATION / REIMBURSEMENT PROCEDURES**

AIRFARE: To book your airfare, please make your reservation on our Corporate Travel Account (CTA) by calling our travel agent, Corporate Travel Management, at 206-674-4322 or emailing uw@ustravel.com. Please mention that your trip should be charged to the FMRN CTA. If state contract fare is available, it should be used; if not possible due to time restraints or less expensive fare is available, it is not mandatory.

MILEAGE: If you are driving instead flying, you will be reimbursed for your mileage at the current rate (as of January 2015) of \$0.575/mile. Mileage is based on Mapquest or Google Map directions from your residence (if a weekend), or your business address (if a work day).

GROUND TRANSPORTATION: Please keep receipts for taxis, shuttles, or light rail. If it is necessary to [rent a car](#), please read the UW regulations first: <http://f2.washington.edu/fm/travel/cars#enterprise>

LODGING: Please use your credit card to reserve and pay for your lodging. If you are unable to keep the reservation, you are responsible for contacting the hotel to cancel it. No-show charges are NOT reimbursed. Make sure to get a detailed receipt (folio) for reimbursement. For per diem rates, please visit: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

- **NOTE:** Washington State law prohibits the UW from reimbursing **lodging expenses- or meals-** for participants traveling less than 50 miles from departure point (see Mileage).

REGISTRATION FEES (if applicable): Please purchase your own conference registration and submit the receipt along with your reimbursement form. If you would like me to pay for your registration on the UW credit card, please provide all information required by the conference organizers, along with the URL, to me by email, along with details of your trip.

REIMBURSEMENT: Please DO send me copies of receipts for everything EXCEPT meals (calculated on a per diem basis when allowed***). A boarding pass is not acceptable documentation as it is not a receipt and does not show your itinerary. Fax all receipts, along with the form below, to 206-685-0610, email them to wildeng@uw.edu, or send USPS- but please keep copies.

Please DO note any and all meals provided to you, either at your hotel or conference.

Please DO complete the Reimbursement Information form and fax it, or email it to me with your receipts when your travel is complete. Remember to include addresses (departure and destination) if you wish to claim mileage.

As of March 2012, UW travel reimbursement requests will be accessible to all UW employees (for reasons of fiscal transparency): name of traveler, details of trip, and mailing address. For this reason, we prefer to mail your reimbursement check to your office address, but if you prefer, we will use your home address.

Thank you for your cooperation. Please feel free to contact the Network with any questions:

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Seattle, WA 98105-6099
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