General Information
Employees of the UW are obligated to expend travel funds in accordance with state regulations and internal rules the University establishes to ensure the proper use of funds. The University must apply the same regulations and requirements to the use of grant and contract funds, and all 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

Gerontology and Geriatric Medicine Travel Funding
Travel funds are obtained through extramural grant support or from Division funding sources by pre-approval. There is no standardized central, or institutional, travel funding provided to the Division. Any commitments made to support travel expenses would be considered time limited and must be pre-approved.

This means you should not plan a trip with the expectation of reimbursement without first confirming that funding is available for your use.

What do I need to do before the meeting in order to receive reimbursement?
Travelers heading to foreign destinations, all employed Fellows, and those travelers that are expecting to exceed the maximum lodging per diem rate are expected to fill out the division pre-approval form prior to their travel.

University of Washington travel arrangements are to be booked via the most economical means possible per policy.

**ABSTRACT FEES:** may be submitted directly by Division support staff using Procurement cards. Procard processing will depend on timely requests and staff availability. If unable to coordinate with staff, please self-pay and submit receipts for reimbursement after your trip.

**REGISTRATION FEES:** should be submitted by the early registration deadline. Late registration may not be reimbursed in full. Again, Division support staff may pay these fees directly using their Procurement Cards, but processing will depend on the timeliness of the request and staff availability. If necessary, please self-pay and submit receipts for reimbursement.

**AIRFARE:** UW employees/students may purchase DOMESTIC airfare. Airfare may be purchased via any mechanism by the employee, using the most economical means possible. This includes the option to use travel engines such as Expedia, Travelocity, etc. Please see page two for information on Foreign Airfare restrictions.

How to purchase airfare when taking personal time:
If you plan to take any personal time before, during or after your business related travel, the airfare must be self-paid. Please note that

Adding personal time/travel with a business trip is allowable only when all conditions exist:

- primary purpose of trip is official UW business
approved leave is used during personal portion

UW does not incur any extra expenses beyond what it would normally incur

As of April 1, 2017, a comparison airfare is now required if personal travel is involved when flying in and out of the same business location. It will also continue to be required if flying in and out of a different location due to personal travel. To create the comparison airfare, use the same method to purchase your ticket (i.e. travel engine, airline website, etc.) and create an itinerary of the trip without personal time.

- select the most economical flight and save this information for submission with reimbursement after your trip.
- submit actual airfare in addition to comparison airfare at reimbursement - you will be reimbursed for whichever airfare is cheaper.

*CAUTION*

Flight Change Fees: the UW has strict conditions under which “flight change fees” will be reimbursed. If you anticipate that at least one change may be made to flight plans, please consider purchasing the lowest cost unrestricted fare. In addition, Southwest and Alaska Airline offer contract fares between city pairs. There are no Change Fees associated with contract fares.

FOREIGN AIRFARE:

The Fly America Act mandates the use of U.S. certificated air carriers for federally funded international travel. All UW-related airfare funded by the U.S. government will need to follow this mandate.

Regardless of funding source, foreign travel may have compliance issues that need to be vetted prior to travel outside of the United States. The U.S. export control laws govern:

- release of technology, technical data, software, and information to foreign nationals within or outside the U.S.
- furnishing of defense services to foreign persons whether in the U.S. or abroad;
- shipment or other transmission of items or defense articles outside the U.S.; and
- ability to export or otherwise transact with certain individuals, entities and countries.

LODGING: reimbursement levels are set by the State of Washington using GSA per diem rates. (U.S. General Services Administration) https://www.gsa.gov/travel/plan-book/per-diem-rates. You are expected to travel economically and we encourage sharing a hotel room to help reduce expenses associated with your travel. Lodging is available for purchase in combination with airfare through packaged deals (Expedia, Travelocity, etc.) however, as of January 1, 2018, package deal lodging will not be reimbursed unless location, dates of stay, and itemized charges including nightly rate paid are listed on the receipt.

Note: All lodging reimbursement requires an itemized receipt indicating the nightly room rate and payment – express check out is not accepted. Please remember to request a folio copy prior to departure. Receipts must be IRS Accountable Plan compliant otherwise reimbursement may be subject to tax.

IMPORTANT REQUIREMENT: Reimbursement requests in excess of the approved lodging rate require documentation and pre-approval in accordance with the University’s guidelines. Requests lacking pre-approval and documentation will be reimbursed at the approved
maximum rate. Acceptable documentation includes a print out from the conference web site listing conference hotels and rates.

RECEIPT POLICY

- The following expenses require receipt **regardless of cost**:  
  - airfare (itemized itinerary with proof of payment)  
  - any fees related to change/cancellation of travel plans  
  - car rental (final rental agreement)  
  - rail/train (itemized itinerary with proof of payment)  
  - laundry  
  - immunization (itemized receipt & administrator/CDC approval)

**FOOD:** is reimbursed on a per diem basis based upon travel schedule. ([https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidental-expenses-mie-breakdown](https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidental-expenses-mie-breakdown)) On your travel reimbursement form, confirm which meals were provided and 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. Please see University restrictions regarding car rental, and note driver restrictions: [http://f2.washington.edu/fm/travel/cars](http://f2.washington.edu/fm/travel/cars)

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

“How do I get reimbursed after the meeting?”
The UW utilizes a web-based travel reimbursement format that involves centrally trained staff for verification and approval of travel expenses.

- submit original receipts to the contact listed below using the travel reimbursement form.
- submit travel expenses immediately upon return. Reimbursement from grants is limited by the end date of the award and expenses submitted late (after the funding source end date) may not be reimbursed.

**Credit card statements unfortunately are NOT an acceptable forms of proof of payment. Reimbursements require itemized receipts directly from the provider.**

**Traveling on a Federal Grant?** Please visit UW Post Award Fiscal Compliance web page: [http://finance.uw.edu/pafc/travel](http://finance.uw.edu/pafc/travel)

Federal regulations may differ and supersede UW/state of Washington policy in some cases. For example, the least expensive **unrestricted** fare is allowable. Unrestricted airfare allows for cancellation or change with a penalty value that is less than the cost of the ticket. Airfare purchased on a restricted fare is allowable as long as the ticket is used. If the unrestricted ticket is not used, then the cost of the ticket is unallowable and cannot be reimbursed on the grant budget.