TRAC Travel Expense Worksheet **Submit to TRAC Front Desk - Box 354802**

Requisition Number (to be filled out by travel administrator)	Faculty Staff Student Non-UW

Name	**Today's Date**	**Purpose of Trip** (include dates of meetings, workshops etc.)
Budget Name	**Travel Start Date**	
Budget #	**Travel End Date**	
Dept.	**Mail Stop**	

TRIP (use MapQuest or Google Maps or see http://f2.washington.edu/fm/travel/mileage to determine mileage)

Date	Mileage to	Mileage back	Departed From	Traveled To	Time Left	Time Returned

EXPENSES

Did you receive prior reimbursement related to this trip?	Yes	No	Airfare	$
Are you requesting exceptions to lodging allowance? If yes, provide justification from list on back.	Yes	No	Conference Registration	$
Are you requesting meals per diem? If yes, indicate any meals that were provided by airline, conference or other. Include dates.	Yes	No	Lodging	$

Personal Time List dates of any personal time taken	Miscellaneous expenses Traveler must provide receipts for items over $75 and airfare, conference registration and lodging (regardless of cost).		$
			$
			$
		Total expenses	$

APPROVAL

Pre-approved? Yes No All UFL and WSDOT budgets require prior approval for out of state travel. Send email verification to travel administrator.	Traveler Signature	Date
	PI Signature	Date

Exceptions to Lodging Allowance

Lodging expense over allowance, up to 150% of total, per diem rate is allowed. Prior approval from authorized person and one of these conditions applies must apply:

- maximum benefits achieved by staying in the conference hotel
- lower costs overall by staying at a less expensive but more distant location
- suite required
- special event or disaster
- compliance with Americans with Disabilities Act or safety/health is a concern

Airfare

It is no longer required that airfare be purchased through a contract travel agency or directly with the airline. However, using the state contract carrier (Alaska/Horizon) provides these benefits:

- Refundable
- No advance purchase
- No minimum stay
- No penalties.

See http://f2.washington.edu/fm/travel/airfare for more information.

Car Rental

National and Enterprise Car Rentals have contracts with UW. It is not required that the traveler use them, but they do provide benefits to users. For more information see http://f2.washington.edu/fm/travel/cars

Prior approval

WSDOT requires prior email approval for all travel on their budgets. Forward the approval email to the travel administrator.

UFL budgets do not include a per diem. A summary of expenses must be submitted to Dr. Anne Vernez-Moudon for approval, prior to travel.

For all other budgets, contact the PI or sponsor to determine whether prior approval is necessary.

Receipts

Receipts must be attached to ER for all expenses $75 or over. All receipts regardless of costs for airfare, lodging, rail, car rental, laundry, and meals paid on the behalf for others are required.

Mileage

Mileage reimbursement is allowable between work locations when assignment is at another location in addition to official duty station.

Mileage from residence is allowed when traveling to work destinations other than official duty station on a non-scheduled workday or residence is the shortest distance.

Round trip mileage reimbursement to/from duty station and to/from airport is allowable when a third party drives:

- Example: Seattle campus to SeaTac airport is approximately 20 miles one-way; forty miles (round trip) is allowable if a third party drives.

For more information visit the UW Travel Office web site at: http://f2.washington.edu/fm/travel/