UW College of the Environment - Travel Reimbursement Request (updated August 2019)

TRAVELER/CLAIMANT INFORMATION

Name: Type of Traveler: Budget #

Email Address: Home Address (city, state):   Duty Station (city, state):

Preferred Payment Method (check one):

   Direct Deposit (enrolled employees)

   Pick up from _____

   Mail to Home Address_____

TRIP INFORMATION. Purpose of Trip - Include destination city and state, name of event (no acronyms) and official dates of event including *date/time you entered travel status and date/time you left travel status*. Note- If travel included personal time provide dates and location of personal time. (See policy on personal time here)

PER DIEM TRAVEL EXPENSES

Did you receive a per diem advance?

                                                  If "yes" per diem advance, enter amount of advance:

   Yes   No

Meal Per Diem - List dates and meal type (breakfast, lunch, or dinner) for which you need reimbursement. **Please note which meals were covered by conference or paid for by others.** Meal per diem rate will be calculated for you. DO NOT submit receipts. https://finance.uw.edu/travel/meals

Meals Paid for Others - in addition to your individual meal per diem, did you pay for meals for other UW travelers? Meals paid for others require *itemized* meal receipts.

Yes

No

If "yes", note the travelers names and the meal provided in the "meal per diem" box above.

Per Diem Lodging

Nightly rate $ _____   # of nights

Does nightly rate (pre-tax & fees) exceed the per diem rate for location?
(Click for domestic per diem rates or foreign per diem rates)

Yes

No

If "yes", select justification and attach back up documentation supporting lodging exception reason chosen.

ITEMIZED TRAVEL EXPENSES - Enter total amounts for each item incurred

Registration Fee   Registration Paid by   Procard

Traveler/Claimant

Airfare (attach booking confirmation   Airfare Paid by   CTA
showing full itinerary and cost)

Traveler/
Claimant

Baggage Fees   Taxi/Shuttle

Rental Car   Parking

Mileage (If you traveled by personally owned vehicle and wish to claim mileage*. Enter total miles and **attach Google Maps** printout verifying mileage claimed*)

Miscellaneous Expenses (provide description and amounts)