

# Travel Advice For Department of Biological Structure

revised Jan 2008

**\*\*\*PLAN AHEAD!\*\*\***

Some travel may require **prior** P.I. or Department Head approval

**Step 1:** If you plan to travel on University business, <http://www.washington.edu/admin/travel> for individual Travel Card application. There is NO yearly fee. Reimbursement takes about two weeks.. **\*\*REMEMBER, EACH PERSON SHOULD PAY FOR THEIR OWN EXPENSES.**

**Step 2: Biological Structure Travel Form:** The form is available in the Biological Structure office I-146 or Biological Structure web site listed under forms. **The form is not necessary to fill out and turn in until you're ready to claim expenses.** Once you fill & turn in the form, I will assign a purchase order number. A photocopy of the form will be returned to you for your records: keep it for other related expenses you might be claiming. **Foreign travel**, including Alaska and Hawaii, may require PRIOR dean's approval and depending on the budget, additional form/s may be required. Please allow extra planning time. <http://www.washington.edu/admin/travel/>

**Step 3: Registration:** Reimbursement must have a valid receipt (it must show paid, charge card number, something that actually shows it was paid and proof of what was include in the fees. The University will pay on behalf of you in some cases but always allow 3-4 weeks to process before due date. Please attach the registration form to the travel request form and return to Sandi Moore to process. <http://www.washington.edu/admin/travel/registration.html#reimbursement>

**Airfare:** Purchase your airline ticket with the VISA Card through a State awarded travel agency for a state contract fare. If your ticket costs more than the state contract fare, a justification is required! Remember that the travel agency will not give you the University Contract Fare without using the Corporate VISA card.

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

**Hotel:** Accommodations and other arrangements may be made through your travel agent or the meeting organizers. Be aware there are spending limits: hotel allowances never cover 1st class hotels (exceptions are allowed under special circumstances). The hotel allowance vary depending on location.

<http://www.washington.edu/admin/travel/contracts.html#meal.lodging.rates>

**Per Diem:** The maximum food allowance; breakfast, lunch and dinner is \$39.00 - \$64.00 per day, depending on location. Food receipts are not required, but you need to provide what amount you want reimbursed (you may be asked to provide receipts so always keep them) <http://www.washington.edu/admin/travel/contracts.html#meal.lodging.rates>

**Car Rental:** The University has a contract with Enterprise Car Rental, reference 45WA033 to get a UW contract discount rate. Remember, do not get extra insurance, it's already included in our contract. You won't be reimbursed if you get additional. <http://www.washington.edu/admin/travel/cars.html#enterprise>

**Step 4: Reimbursement:** \*After your trip attach all required receipt to the travel form and return to Sandra.

**\*The following are some tips for efficient reimbursement\***

**Transportation:** You may claim short and long-term parking at SeaTac Airport. Mileage to and from your home to SeaTac Airport.

**Hotel:** An itemized hotel receipt which shows a detailed charge for each night and should include your name on the receipt. Hotel charges mean only the per night room charge. Phone calls, food, or misc charges to your hotel bill should be claimed as misc expenses or food. (If you share the room, please ask for a separate receipt).

**Other expenses:** Make sure to include actual departure & return times on the travel form, this is helpful to me when calculating your allowable food charges. Include receipts for car rental, business, fax calls and other legitimate expenses you are claiming. Note: **any expense over \$50.00 requires a receipt! ALWAYS KEEP RECEIPTS INCASE YOU ARE ASKED TO PROVIDE THEM OR AUDITED!**

**\*\*\*KEEP ALL RECEIPTS!\*\*\***

When in doubt or questions, contact **Sandra 543-4423**, e-mail: [sandram@u.washington.edu](mailto:sandram@u.washington.edu), or the Travel Office 543-5858, e-mail: [purtrav@u.washington.edu](mailto:purtrav@u.washington.edu) , website: <http://www.washington.edu/admin/travel/>