

ABSOLUTELY NO STAPLES ON ANY RECEIPTS

revised Jan 2008

Tape All Receipts to an 8½ x 11 Sheet of Paper with ALL corners taped down!

Name of Traveler _____

Phone # _____ Box # _____ Email Address _____

Budget Number & Name: _____

Purpose of Travel / Name of Meeting and location (city/state): _____

Check appropriate box: Paper Poster Lecture Invited Speaker Data Collection

1) Airline Ticket: Attach ticket itinerary only! State of Wash requires airfares for UW business to be charged to UW Travel Card. <http://www.washington.edu/admin/travel/air.travel.html#state.contract.airfares> \$ _____

contract fare cheaper airfare no timely flights no seats no contract fare available

Provide departure and return times even if you're not claiming airfare

	Date	From –City /State / Country	To – City / State / Country	Departure Time	Arrival Time
Depart					
Return					

2) Registration/Conference/Workshop: Agenda, Brochure or Invitation **MUST** be attached even if reimbursement is not being claimed. Meals provided by conference or included in registration are not reimbursable. Registration should include a breakdown of items in conference fee (i.e. meals), dates, and location of the conference.

Check appropriate box: Paper Poster Lecture Invited Speaker Data Collection \$ _____

Meeting Dates _____ Food Provided? Yes No Breakfast Lunch Dinner

3) Food: how many days: _____ Breakfast _____ Lunch _____ Dinner _____ \$ _____

4) Lodging/Housing attach itemized receipt, how many days: _____ \$ _____

Reason for Hotel Conference Hotel Lower Overall Cost Suite Required Special Event/or Disaster

5) Car Rental, attach itemized paid receipt, (Enterprise **45WA033**), how many days: _____ \$ _____

6) Receipts are required for expenses over \$50. Dates & Mileage _____ x .505c \$ _____

List Taxi's _____ \$ _____

Will any portion of this trip be personal time? List dates: _____

Traveler's Signature (*traveler has read and agreed to attached rules and regulations*) Date

Chair/PI/Supervisor's Approval (*approver has reviewed and agrees to attached rules and regulations*) Date

OFFICE USE ONLY: PO _____ CODE _____ DATE _____

HOTEL _____ **FOOD** _____ **TOTAL** _____ **BREAKFAST** _____ **LUNCH** _____ **DINNER** _____ **GRAND TOTAL \$** _____