

**University of Washington  
Department of Biological Structure**

**TITLE: TRAVELER'S RESPONSIBILITY TO KNOW THE RULES**

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The Department of Biological Structure has responsibility to insure that faculty and staff are aware of, and understand the rules and regulations set forth by the State and the University surrounding official University travel. Please familiarize yourself with the University and State of Washington guidelines and information on travel while conducting business during your employment at the University of Washington:  
<http://www.washington.edu/admin/travel/>

**Traveler's Responsibilities**

When you travel on official state business you are responsible to:

- Be familiar and comply with State, University and department travel policies and procedures before embarking on travel.
- Secure prior authorization for travel when required.
- Select the travel alternative that is allowable per the State, University and department travel policies and procedures.
- Select travel options that are most economical to the State and University .
- Exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Pay any excess costs and any additional expenses incurred for your personal preference or convenience.
- Verify that all travel arrangements are confirmed prior to departure.
- Return as promptly as possible to either the official station or official residence when the state business is completed.
- Ensure the Travel Expense Voucher is prepared in a timely manner and provide appropriate receipts and documentations as required.

**Personal Travel/Time During a Business Trip, State Policy**

Adding personal travel/time onto a legitimate UW business trip is allowable **ONLY** where **ALL** of the following conditions exist:

- The primary purpose of the trip is official state business;
- You use your approved leave for the personal part of the trip; and
- The University does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the UW business trip.

When personal travel/time is taken while on official travel status, the exact hour of departure and return to the temporary duty station must be shown on the Travel Expense

Voucher. Per diem is not granted for the personal period nor expenses allowed for transportation to and from the temporary duty station.

When you take personal time of any kind as a result of illness or injury that is *due* to your own misconduct, the authorized reimbursement for meals, lodging and all other travel expenditures may not be continued during the personal period.

### **Department**

Department heads for directing travel and approving reimbursement are to:

- Ensure that any travel costs incurred are:
  - Directly work related;
  - Obtained at the most economical price;
  - Allowable per State and University travel policies and procedures; and
  - Both critical and necessary for state business.
- Exercise prudent judgement in approving travel-related costs.
- Establish an effective system for management and control over travel-related costs. This system should include:
  - Written internal policies and procedures.
  - Authorization or approval of travel costs by the department head or authorized designees.
  - Clearly defined roles and responsibilities to include the level(s) to which department head responsibility has been delegated.
    - It's recommended that the preparer of the TEV and the approval signature are not the same person for the purpose of segregation of duties.
- Review airline ticket purchases to ensure compliance with the terms and conditions of state airline contracts.
- Ensure travelers are not treated differently under like travel circumstances.
- Ensure the department uses the required travel charge card method.
- Ensure the itinerary of an employee is planned to eliminate unnecessary travel in the performance of work assignments.
- Ensure the number of University employees attending a particular meeting be the minimum necessary, consistent with the benefit to be derived therefrom.

**\*PLEASE PROVIDE ALL SUPPORTING DOCUMENTATION RELATING TO THE PURPOSE OF TRAVEL WITH YOUR TRAVEL ITINEARY. THIS DOCUMENTATION WILL INCLUDE MEETING BROCHURES, LETTERS OF INVITATION, REGISTRATION, WORKSHOP AGENDAS, ETC. \***