### Tickets

Purchase airline tickets from an approved travel agency. (Use minority/women owned businesses if possible.) You must purchase tickets with either your individual corporate VISA account or a department VISA CTA account because of regulation.

If you will be receiving your VISA bill in advance of your trip, you may apply for VISA early reimbursement.

### Receipts

After your trip, attach the last page of your ticket (the passenger receipt) to your TEV. For ticketless travel, attach the itinerary statement received from the travel agent. If you did not receive an itnerary statement, ask the airline upon check-in to give you a complete printout of your itinerary and payment so that you can use it for a receipt for reimbursement. Or you may use the second page of your VISA bill (the part showing the flight information)

### Personal Side Trip

If you combined a personal side trip with your business trip, your receipt must be the passenger coupon of the ticket or an itinerary statement showing the fare calculation (the price of each leg of the trip). You may be reimbursed the business leg fare times two (the cost of going to the business location and returning to your duty station) plus applicable taxes or the cost of the ticket whichever is less.

### Travel Plan Changes

If your travel plans change before you start your trip, contact your travel agent or the airline to change your ticket. If your plans change while you are traveling, contact the airline and use your VISA card, your personal check, charge card, or cash to pay the fees. When you return, clearly explain your change of plans on your TEV so your reimbursement is not delayed.

### Unused Tickets

Unused tickets are like cash. Return them immediately to the travel agent for credit to your VISA account.

### First Class Travel

You pay the extra cost for first class and business class travel unless it is necessary to accommodate a disability or for another valid reason. You must have prior trip approval from a dean or vice-president on file in the Travel Office. If you travel frequently and need this kind of accommodation, a single annual letter rather than one per trip may be more convenient.

### Frequent Flyer Programs

Use the frequent flyer miles you earn on company travel for future company travel rather than for your personal travel. (You are responsible for maintaining this information and any potential tax liabilities.)

### Check With Your Department First

All company travel requires approval and you cannot approve your own travel. Before you make specific travel plans, find out from your department the type of approval you need. For example, There may be a departmental form to complete and be signed by your supervisor. Different sources of funding for the trip may require different approvals. The travel expense voucher (TEV) requires both the traveler's signature and the signature of someone from the department who has the authority to spend money from the budget.

Be sure you have the required approvals before you take your trip.

### Budget Rent-A-Car (BRAC)

The current contract is with Budget Rent-A-Car. You are required to rent from Budget, unless the location is an exception city that does not participate in the contract. The contract The contract number is T999999. Contract hightlights include: A compact, intermediate or full ize car. Unlimited free mileage with the daily rental rate. Collision/loss damage waiver insurance (so don't buy it). Sea-Tac parking - 20% discounted rate at Budget Rent-A-Car lots adjacent to the airport. Qualify by using your individual corporate VISA card with a Budget CorpRate indentification card/decal or the Budget charge card. The Budget charge card is available for individuals who do not have a VISA corporate card. Contact the Travel Office (traveluw@u.company or 555-5555) with a PO number and a Budget charge card will be issued to the traveler.

### Other Car Rental Agencies

If you rent from another agency and do not use your UW Visa travel charge card for payment, you will need to get the collision/loss damage waiver insurance. See Car Insurance Coverage.

### Personal Car

If you drive your own car on company business, you are reimbursed the applicable rate for each mile driven. Compute mileage using either the [car mileage and rates](http://www.washington.edu/admin/travel/mileage.html) table or your actual odometer readings. Separate "point-to-point mileage" (getting from here to there and back again from "vicinity mileage" (going around at your destination). For vicinity miles, use your odometer reading. If you choose to drive your own car instead of flying, you are reimbursed the applicable rate for each mile driven up to the contract airfare (if there is no contract fare, the lowest available coach fare) for the same trip. Compute the mileage as described above. You may also receive per diem during the first 24 hours for driving to and from the business destination. Use the per diem for the location where you sleep. You are responsible for your own car insurance. If you are in an accident, your insurance is the primary coverage.

### Travel Receipts

To be reimbursed, attach receipts for expenses over $50 with your travel expense voucher (TEV) along with these receipts regardless of the dollar amount. Conference registration Airfare Hotel or other accomodation Car rental Laundry (no, we're not kidding) Meals that are reimbursed at actual cost rather than according to the meal allowance

### Forms Used in Travel

Invoice Voucher Per Diem Advance Form Travel Expense Voucher (TEV) Purchase Requisition (authorized online access only)

### The Foreign Travel Process

The foreign travel process is almost identical to the process for domestic travel. Therefore, the differences that do exist are presented under the general travel topics and are marked "foreign."

The areas in the general topics with special information for foreign travelers are: Separate per diem schedules for foreign and domestic travel allowances (meals and lodging) The breakdown for the foreign meal rate is 25% breakfast, 30% lunch and 45% dinner.Additional miscellaneous expenses (e.g., passport, immunizations, currency exchange charges, etc.) that are reimbursed by the company.

### When Can I Be Reimbursed for Lodging?

When you are traveling on company business, your destination is more than 50 miles from your home or work, and you stay in a commercial lodging facility. The company does not repay lodging costs for stays within 50 miles of work and/or your home unless: You need to stay in a commercial lodging facility to avoid driving in severe inclement weather. You are attending back-to-back late night/early morning meetings and you have prior written approval from your department. Include a complete explanation and your approval forms when you submit your travel expense voucher (TEV). *You will not be reimbursed for lodging expenses if these two conditions arise while you are at home, work, or commuting.*

### Meal Reimbursement

Part of filling out your travel expense voucher (TEV) to be reimbursed involves entering: meal allowances for places you visit the number of full and partial days you are away from home or work any meals when you qualify for the actual cost rather than the meal allowance any times you do not qualify for the meal allowance or the actual cost due to other considerations Typically, you receive the full meal allowance that is listed in the per diem schedules rather than what you actually spend for food. Therefore, filling out the TEV is simple, and there is no need to keep your meal receipts unless you expect to be reimbursed the actual cost of a meal. However, it is important that you understand the following details involved in situations outside the typical. The rest of this section describes those details.

### General Reimbursement Guidelines For Partial Days

Check with your department first. The company may reimburse you for partial days according to these general guidelines: When you go into travel status by departing on your trip: Before 8:00 a.m., you may be reimbursed for breakfast, lunch, and dinner After 8:00 a.m. but before 2:00 p.m., you may be reimbursed for lunch, and dinner After 2:00 p.m. but before 6:00 p.m., you may be eimbursed for dinner When you come off of travel status by returning home or to work By noon, you may be reimbursed for breakfast By 6:00 p.m., you may be reimbursed for breakfast and lunch After 6:00 .m., you may be reimbursed for breakfast, lunch, and dinner Contact the [Travel Office](http://www.washington.edu/admin/travel/contacts.html) directly if you have questions.

### No Reimbursement for Some Meals

The company does not reimburse you for: Meals during normal work days. Meals for other people. Meals included in the price of lodging, such as full breakfasts at B&Bs (bed and breakfasts), or at company facilities like Pack Forest and Friday Harbor. These places typically charge a single fee for both food and lodging. Meals included in a conference fee.

### Requesting a Per Diem Advance

Per diem advances are primarily requested by travelers without individual corporate VISA cards in order to get the money beforehand to use for meals and lodging on a trip. (VISA cardholders may get advances for trips to locations where VISA is not accepted.) Travelers requesting advances must be on the current payroll, have no outstanding advances, and be requesting more than (NEW)$300. To request a per diem advance: Prepare a purchase requisition for the complete trip. Prepare a per diem advance form using the appropriate perdiem rates for the period/location of travel. Get the traveler's and the approver's signature. Send the per diem advance form to the Travel Office. Allow 10 working days to receive a check. After the trip, prepare a travel expense voucher (TEV) using the same purchase requisition number, referencing this per diem advance, and send to the Travel Office within 10 days.

### How to get reimbursed....

Gather all of the trip receipts including lodging, car rental, conference registration, laundry, and airfare. Gather any related purchase requisitions and per diem advances. Check for any early reimbursements. Obtain any approval forms: departmental or foreign.Complete and submit a travel expense voucher (TEV).

### Travel Options

There are other ways to travel besides commerical airlines and cars available which are reimburseable to you. Unless noted otherwise, the travel expense voucher (TEV) reimbursement process is the same.

You are reimbursed for Train tickets up to the state contract airfare for your destination. Save your receipts. The actual cost of bus tickets. Save your receipts. Motorcycle mileage at $0.26/mile by using a TEV and petty cash form as you would for personal car mileage. Trailers, motorhomes, or campers at $0.325/mile plus the actual cost of space rental up to the maximum lodging allowance. Save your receipts. (Trailer rentals or leases are not reimburseable.) Special cases Employee piloted aircraft (either rented or privately owned) must be authorized in advance by the State Department of Transportation Aeronautics Commission and the Purchasing Department. Mileage is reimbursed at $0.88/statute mile based on the NOAA Airways Charts. Approval must be in the Travel Office prior to your trip. Charter aircraft (including fixed wing and helicopters) are contracted through the Purchasing Department and are not considered part of the travel process.