

## **IMPORTANT RECEIPT INFORMATION**

All original receipts should be taped to one side of 8 1/2 " x 11" white paper. Multiple receipts per page are ok.

With the exception of personal meals claimed with per diem, receipts are required for all expenses to be reimbursed for travel or general reimbursements. Please attach to reimbursement request.

Regardless of cost receipts are required for: airfare/train/rail itinerary; change fee; lodging (from a commercial lodging facility); car rental (final rental agreement); laundry; banquet dinners; meal reimbursement on behalf of others; immunizations (itemized); passport/visa fees; phone charges; any item purchased with foreign funds (all foreign travel receipts).

If original receipt is not available for non-travel charges, please complete a perjury statement (available online). Perjury statements will not be accepted for travel expenses.

# College of Built Environments

## Travel + General Reimbursement Form

### A. CLAIMANT INFORMATION:

Name (First, Last): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if not UW): \_\_\_\_\_

Department:     Office of the Dean                       Architecture                       Construction Management  
                      Landscape Architecture                       Urban Design & Planning

Type of Reimbursement (s):     TRAVEL – air, car, lodging, and per diem (complete all sections, except D))  
     General Expense Reimbursement (complete sections A, B, D, E, G)

### B. BUDGET INFORMATION:

Budget Number: \_\_\_\_\_ Reimbursement Limit?  No  Yes If yes, amount: \_\_\_\_\_

Signature Approval of Chair/Administrator: \_\_\_\_\_

*All travel/expense reimbursements must be approved in advance by department chair/administrator*

### C. BUSINESS TRAVEL REIMBURSEMENT INFORMATION

Destination: \_\_\_\_\_ Business Travel Dates/Times: \_\_\_\_\_

Travel Purpose: \_\_\_\_\_

Personal Travel Time Included?  No  Yes If yes, list personal Travel Dates/Location \_\_\_\_\_

*PERSONAL TIME/TRAVEL Adding personal time/travel with a business trip is permissible only if UW does not incur any extra expenses. If personal and UW business locations differ purchase two separate tickets keeping all expenses completely separate. Note personal time, dates, and location on reimbursement request. If travel locations are the same obtain a round trip comparison itinerary priced at the lowest available coach fare and include with request. Obtain the sample itinerary at the same time as actual purchase so all purchasing variables are the same.*

### D. GENERAL REIMBURSEMENT INFORMATION

Event Name/Purpose: \_\_\_\_\_ Event Date: \_\_\_\_\_

### E. EXPENSES CLAIMED **\*Receipts for each expense must be attached for processing. Tape receipts to 8 1/2x 11 sheets of paper.\***

Vendor/Travel Item	Description of Items Purchased (One receipt per line)	Obj Code	Use Tax	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
<b>TOTAL</b>				

**F: ADDITIONAL TRAVEL QUESTIONS:**

**CAR RENTAL:** Economy/Compact, Mid-size/Standard or Full size cars are allowed; other class requires justification. The UW currently has contracts with Enterprise and National Car Rental. Enrollment is required for National; reserve directly with Enterprise and use contract 45WA033 and WAS as company name if you prefer not to enroll. Decline Collision/Loss Damage Waiver (CDW/LDW) and Liability insurance - already included in contract. Decline any other insurance; not reimbursable. Final rental agreement is required for reimbursement. UW traveler must be listed as driver on rental agreement: car rental expense is not reimbursable if listed driver is not on UW business or if additional driver is not on UW business or working in conjunction with UW. All additional drivers must be listed on contract.

→ Rental Vehicle Class: \_\_\_\_\_

→ If necessary, justification for unallowable vehicle class: \_\_\_\_\_

**USE OF PRIVATE VEHICLE/MILEAGE:** If driving to a travel destination document driving is the most economical option. Include airline itinerary in reimbursement request: UW will reimburse lowest. Mileage documentation is required regardless of cost. Round trip mileage reimbursement to/from airport is allowable when a third party drives (parking not reimbursed).

**LODGING PER DIEM:** Lodging expense over allowance up to 150% of total per diem rate is allowed if one of the exceptions applies: maximum benefits achieved by staying in the conference hotel, lower costs overall (savings achieved from occupying less expensive lodging at a more distant location are consumed by increase in transportation and other costs), suite required, special event or disaster, compliance with Americans with Disabilities Act or safety/health is a concern, non UW.

→ If necessary, justification for excess lodging per diem: \_\_\_\_\_

→ Signature Approval of Chair/Administrator: \_\_\_\_\_

*"I authorize lodging expenses over 150% because claimant is Non UW or maximum benefits achieved by staying in the conference hotel."*

**MEAL PER DIEM:** To claim include travel itinerary (plane/rail ticket) to show beginning/ending dates/times. If attending a conference, regardless of whether a registration fee was paid, include the at-a-glance showing all meals provided. Non-reimbursable meals included in price of lodging (i.e. B & B), meals included in registration fee, provided meals (except for airline meals and continental breakfasts) and regardless whether or not: personal dietary decisions for religious or other optional choices, attended the function where the meal was served (unless there is a legitimate business reason not attending) or medical conditions that require special dietary constraints should be handled on a case by case basis.

→ Meals Per Diem? Yes No If no, please list any food expenses to be claimed in section E and attach receipts.

**PERMISSIBLE MISCELLANEOUS EXPENSES:** brief telephone calls to family for notification of arrival/departure; internet; cell phone/Skype usage (must provide statement listing cost for UW business); pre-pay cell phones and phone cards for foreign locations only; required fees for checked baggage limited to the first two bags; fees for additional baggage requires justification; required fees charged by hotels (i.e. room safes, valet parking, etc.); parking (not at duty station); costs for fees/deposit resulting in change/cancellation of travel plans (must show change made); shipping of goods during travel status; membership is only reimbursable if related to attending conference; tips for transportation; laundry/dry cleaning expenses is authorized for five or more days continuous business travel in the continental USA if no personal time is included. Allowance is already included in the meals and incidental per diem rates for travel outside the continental USA and cannot be claimed as a separate travel expense. Alcohol is allowed only on discretionary (64-xxxx) budgets.

→ Baggage Fee Justification (Over Two Bags): \_\_\_\_\_

**NON-REIMBURSABLE EXPENSES:** Alcohol; duty station parking; cost of daily commute; lodging in a non-commercial lodging facility; HOT Tolls; trip/travel insurance; health insurance; global entry service; airline club membership and fees; data global plans; talk usage charges; travel expenses or per diem for spouse/dependents; early-bird check-in fee/ pre-check service; duty tax; airfare purchased with airline miles; foreign currency exchange/conversion/transaction, and or ATM fees; flight change/cancellation due to negligence or miscommunication of traveler; parking ticket fines, citations/infractions; roadside assistance; missed flights; change fees due to personal error; expenses not essential to the transactions of official UW business; expenses for personal preference or convenience such as valet parking; tips other than transportation are considered an incidental expense which is included in meal per diem. UW purchased services including printing, plotting, or campus parking are unallowable; please use UW budget # or procard at time of purchase.

**G. SIGNATURE (required)**

Claimant Signature: \_\_\_\_\_