

TRAVEL REIMBURSEMENT FORM

UNIVERSITY OF WASHINGTON
DEPARTMENT OF PEDIATRICS
BOX 356320

Remit to Financial Accounting at pedorder@uw.edu

Travel reimbursement must be submitted within 90 days from the last day of business travel, or it will not be reimbursable.

UW Travel Policies: [Policy Index](#)

NAME: _____ E-MAIL: _____

WORKTAGS: (Program, Grant, Gift, Cost Center & Resource, etc.) _____

REQUIRED—If the documents below are not attached, this will result in a delay in processing your reimbursement. Please do not cut and copy receipts to a different format. Attach the original receipts as they are.

- Attach all itemized receipts (except for meals)
- Attach your flight itinerary (even if you are not requesting reimbursement, this is used to determine your travel status)
- Provide the conference agenda or a link in the comments section
- OPTIONAL: bank statement (international trips)

BUSINESS PURPOSE: (Name of Event, Conference, or Meeting)

BUSINESS LOCATION: _____ BUSINESS DATES: _____

BUSINESS START TIME: _____ BUSINESS END TIME: _____

DID YOU TAKE PERSONAL TIME? Yes No

If yes, list your personal time location and dates below. Attach a comparison flight using business dates only. The lesser fare will be reimbursed.

PERSONAL TIME LOCATION: _____ PERSONAL TIME DATES: _____

****ONLY ENTER EXPENSES THAT NEED TO BE REIMBURSED****

AMOUNT

Professional Fees	Registration	Membership	Abstract Fee	AMOUNT	
Airfare	REQUIRED: Attach flight itinerary – even if you are not requesting reimbursement				
Lodging	Does lodging exceed per diem? Yes No		See Per Diem Rates: Travel resources GSA		
	If yes, specific reason (select one of the following):				
	If prepaid, receipt/confirmation must show it was charged to a credit card OR provide a bank statement.				
Ground Transportation Ride share, Car Rental, Parking, Shuttle, etc.	Purchase Date	Type	Amount	Business Purpose	
Mileage: Privately Owned Vehicle Only	Total Miles Driven:	Mileage Rate:	REQUIRED: attach google map		
Meals	Are you requesting meal per diem? Yes No		Meals cannot be reimbursed if: (a) conference provided; (b) included with lodging; (c) paid by other attendees		The Finance Office will calculate your meals.
	Below, mark which meals were provided by the conference, hotel, or paid for by others. If no meals were provided, please add note in the Comments/Additional section.				
	Date:				
	Breakfast				
	Lunch				
Dinner					
Miscellaneous Expenses	Purchase Date	Amount	Description		

TOTAL REIMBURSEMENT:

COMMENTS / ADDITIONAL INFORMATION:

SIGNATURE: I certify that the above charges are appropriate, allowable, and in direct support of the Department and University.

DATE: