

Travel Reimbursement SOP

UW Pediatrics Policy:

- Submit within 90 Days of the trip return date
 - Business Dates = the day before and after the conference/meeting dates
 - All faculty and staff are required to receive pre-approval for Out-of-State travel, international travel, and personal time taken during business-related travel.
 - If a receipt is in a spouse's or someone else's name, the person whose name the receipt is under will be reimbursed.
 - E-credits are not reimbursable unless they're from the original canceled/changed flight. Must include a copy of the original flight that issued the e-credit.
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Required Documentation:

Non-UW Employee OR Student:

- Non-Employee Travel Reimbursement Form
- Copy of passport if traveler is a non-US citizen
- Provide an address where the check will be mailed to
- Conference/Meeting Agenda
- All receipts (*except for meals*): Receipts need to be itemized & show proof of payment

UW Employee:

- Travel Reimbursement Form
- Department Blanket Travel Approval Form
- SOM Travel Request Form (*not required if it's fully paid with grant funds*)
- Conference/Meeting Agenda
- Lodging: if you are not staying at the conference hotel or a hotel recommended by the conference
 1. Your hotel must be within the per diem rate (*no additional documentation is required*)
 2. If you are NOT within the per diem rate: Attach a Google Map showing your lodging to the conference location (*lodging must be within 5 miles of the official conference location for full reimbursement*)
 3. Links to the per diem rate are below under the Resources section.
- All receipts (*except for meals*): Receipts need to be itemized & show proof of payment

Additional Requirements for ALL if applicable:

- Comparison Airfare (*if including personal time or upgrades*). The comparison must be from the same airline, if possible, and it must include all information below.
 - The fare type – economy fare only
 - Show only business dates = the day before and after the conference/meeting dates
 - The lesser value airfare will be reimbursed
- Pre-Approval Forms: immunizations, airfare seat upgrade, ride share (*Uber & Lyft*) size upgrade

Travel Reimbursement Process:

All UW employees with a UW NetID can submit their own expense report (ER) via Workday, or you can send your reimbursement to Pedorder for submission on your behalf.

- Traveler submits all required documentation to their respective Division Administrator or to pedorder@uw.edu.
- When Pedorder receives the request, they will submit the ER on the traveler's behalf. Once completed, Pedorder will e-mail the ER confirmation to the traveler.

NOTE: If all required documentation is not received or additional information is needed, Pedorder will reach out to the traveler. This will result in a delay in processing your reimbursement.

Change/Cancellation of Travel Plans:

To receive reimbursement for expenses due to a change/cancellation, it must meet one of the criteria below.

- UW business conflict
- Cancelled conference/meeting
- Airline cancelled flight (replacement fare must be used for future UW business trip or surrendered to the department)
- Unexpected death of a family member
- Traveler's own unexpected illness which kept them from taking the business trip or continuing the trip as planned and is not due to the traveler's own misconduct/negligence
- The department has made the determination that if the travel were to take place, the health and safety of the traveler would be at risk

If the reason for a change/cancellation does not meet one of the criteria above, expenses will not be reimbursable. If expenses were reimbursed before the trip, the traveler is responsible for reimbursing the funds back to UW. Follow the instructions below on how to reimburse the UW.

- ➔ Issue a check addressed to University of Washington
- ➔ The memo line on the check should reference the expense report (ER) or the miscellaneous payment (MP) number
- ➔ The check should be mailed to the address below
Department of Pediatrics, Financial Accounting
1959 NE Pacific St.
Box 356320
Seattle, WA 98195

Resources:

UW Travel Policies: [Policy Index | Travel Services \(uw.edu\)](#)

Determining Per Diem Rate: [Per Diem | Travel Services](#)

United States Per Diem Rate: [Travel resources | GSA](#)

International/Alaska/Hawaii Per Diem Rate: [Per Diem Rate Lookup | Defense Travel Management Office](#)

Currency Converter: [Currency Converter | Foreign Exchange Rates | OANDA](#)

For general questions/concerns regarding travel or the Pediatrics Department policies, e-mail pedorder@uw.edu

For additional UW travel questions/concerns, e-mail UW Travel Services at travel@uw.edu or 206-543-5858