Requesting a Travel Reimbursement

Required backup documentation:

- Itemized receipts, taped on all four sides onto an 8.5” by 11” piece of paper and scanned & attached in PurchasePath (retain originals until you have received your reimbursement).
- If items are for food, a list of attendees must be included.
- If no receipts, a perjury statement must be signed & submitted. Contact your budget manager to request a blank perjury statement form.
- If requesting reimbursement for alcohol it must be in accordance with the Department of Civil and Environmental Engineering alcohol policy. It must also be a separate line item from food and be allocated separately to a 64-xxxx budget, or a grant with alcohol approval (very rare).

Business Purpose: Required

Explains how the purchase benefited the University of Washington. We recommend the 5 W’s – who, what when, where and why. No essays required, just enough info for someone unfamiliar with your budget, or research in general, to understand how a filter, glue, flash drives, or food benefits the business of UW (which is your research or lab)

Bad Examples:

- I bought this for this grant.
- We decided to celebrate all the work we did and want to charge the grant.
- We bought a baby shower gift and want to charge my salary recapture.
- This is alcohol to go to this grant.
- Various items
- Use whichever budget has money

Good Examples:

- I bought this filter for the aquariums used to keep our zebrafish which are used on this grant.
- Food was provided at a lab meeting to discuss current research. In attendance were X,Y,Z,A, and 0 and it is on my non-federal recapture budget.
- Alcohol reimbursement for dinner with faculty recruitment candidate Dr. Witherspoon on discretionary budget 64-xxxx
- This alcohol serves research purpose "Y" on this grant.
- Food is necessary for patients who have been fasting and receive blood draws as a part of the protocol on this grant.
- Powdered Milk and colored nail polish are bought for research purposes because the nail polish color is used to code slides and milk powder is used for protein extraction.
General Reimbursement request steps:

1. Log in to PurchasePath
2. Select Reimbursement from down menu. Reimbursement order type will default “Reimbursement” as vendor name. This intentional in order to maintain integrity within the vendor database.

3. Select appropriate “Unit”

4. Click Continue.
5. Fill in the fields as directed:

<table>
<thead>
<tr>
<th><strong>Person to be Reimbursed</strong></th>
<th>Name of person requesting reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Number</strong></td>
<td>Contact number for any questions</td>
</tr>
<tr>
<td><strong>Direct Deposit</strong></td>
<td>If you are a <strong>UW employee</strong>, check this box (non-UW employees see next field)</td>
</tr>
<tr>
<td><strong>Address to send Check</strong></td>
<td>For <strong>non-UW employees</strong> that do not have Direct Deposit set up, please fill in the mailing address you want to receive your check.</td>
</tr>
<tr>
<td><strong>Number of Attendees</strong></td>
<td>If requesting reimbursement for meal(s), enter the amount of attendees. Otherwise enter “N/A”.</td>
</tr>
<tr>
<td><strong>Business Purpose</strong></td>
<td>Attend annual meeting of US-China Clean Energy Research Center in Beijing, China from 7/1-7/15/2019.</td>
</tr>
</tbody>
</table>

**SAMPLE**

6. Click **Continue**.

7. Click **Add a Line Item**.

8. Enter in the item in the description field and click **Search**.
PurchasePath will require you to “search” for products even though they most likely do not exist within the current database. However, once accustomed to stepping through these additional “clicks”, you will be able to move through them quickly without significant impact to the time it takes to create and submit a reimbursement request.

9. Click [Add New Item] then go to Step 10. If the item is listed, highlight and click [Select], skip to step 11.

10. In the Add a product screen, add as much information as possible. If you do not have this information, click [Add].
11. Fill in fields as directed below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity:</td>
<td>Enter quantity purchased</td>
</tr>
<tr>
<td>Unit Size:</td>
<td>Optional</td>
</tr>
<tr>
<td>Product Category:</td>
<td>Scroll thru the list. All travel categories are coded with a “04-“</td>
</tr>
<tr>
<td>Unit Price:</td>
<td>Enter total cost.</td>
</tr>
<tr>
<td>Total:</td>
<td>Automatically calculates.</td>
</tr>
<tr>
<td>Object-Code:</td>
<td>Auto-generated based on Product Category. No action needed.</td>
</tr>
<tr>
<td>Sub Object Code:</td>
<td>Auto-generated based on Product Category. No action needed.</td>
</tr>
<tr>
<td>Sub-Sub Object Code:</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

**Budget / Distribution:**

- **If ONE budget:**
  - Select appropriate budget from drop down menu.

- **If MORE THAN ONE budget:**
  - Click `Add (Split) Budget`.
  - Select if you want to distribute by **Percentage** or Distribute by **Dollar** amount.
12. Click **Save Line Item**. This adds the line item to your reimbursement.

13. Repeat steps 8-12 for EACH LINE ITEM.

14. Review all information and line items for accuracy, modify as needed.

**Attaching a file**

a. When all information is completed, upload supporting documents (e.g. receipts, emails, approvals, etc.) pertaining to each item listed on the order (NOTE: It is acceptable to have one file with all receipts). Please reference **UW’s Receipt Policy Information** for required documentation.

b. Click on [Attach a file].
c. Click on **Choose file**. Find your file and upload.

![Add a File to the Order](image)

1. Please choose your file:
   C:\Users\slcd\Desktop\something Browse...

2. Give your file a title:
   Airfare
   *(If you leave this blank, the filename will be used.)*

   ![OK button](image)

   ![Cancel button](image)

d. Click **OK**.

e. Click **Submit Order for Purchase**.
15. Click **OK**.

16. Your travel reimbursement request has been submitted to the CEE Fiscal Office. The Fiscal Office will then enter your request into ARIBA and update the status of your request in PurchasPATH. Please look for an email from ARIBA. You will need to approve your reimbursement request when all other approvals have been approved.

   **If you have any questions, please contact the CEE Fiscal Office at ceefisc@uw.edu, 54(3-2391) or 68(5-2312)**