CEE Travel Reimbursement Worksheet *http://f2.washington.edu/fm/travel/policies*

Please forward completed worksheet & documentation to Jim Anderson, More 201, Box 352700 | jamesa25@uw.edu

Traveler/Claimant: _____ **Date Submitted:** _____

Budget No.: _____ **Affiliation** (circle one)**:**   UW Employee   UW Student   Non-UW

Email (UW email required for employee/student): _____

US Citizen or Permanent Resident?   Yes / No   *UW policy - http://f2.washington.edu/fm/travel/visitors*
   If NO **and** if entering/leaving US, include: copy of passport identity page, I-94 or US port entry stamp, visa info, etc.

Purpose of Travel (ex: To attend American Geophysical Union conf. to present research paper held at San Francisco, CA, 12/3-5/2014)

Have you been reimbursed before for this trip? Yes / No   ER/Procard/CTA ref# (if known): _____

Registration: $ _____   -> please include conference agenda, if available

Airfare: $ _____   -> upgrades, change fee require additional documentation and prior approval

Was personal travel included? Yes / No   *UW policy - http://f2.washington.edu/fm/travel/responsibility#personal*

   If Yes, please list starting/end dates & times: _____
   -> includes *comparison airfare* if personal travel destination is different from business destination

Lodging: $ _____

   -> **If your lodging cost exceeds per diem, please indicate exception reason and provide required documentation.**
   _____ Conference hotel   -> Include pdf or screenshot of hotel listed as conference/recommended hotel
   _____ Lower cost overall   -> Include hotel & ground transportation comparison to conference hotel costs
   _____ Special event/disaster   -> Include newspaper article or screenshot showing special event or disaster
   _____ Safety/health   -> Inlcude statement from administrator or higher
   _____ Non-UW   -> Indicate traveler's relationship to the UW: _____

   UW policy - http://f2.washington.edu/fm/travel/lodging#exceptions
   Per diem rates - http://f2.washington.edu/fm/travel/lodging#allowance

Meals Per Diem: Yes / No

Comment (ex: 12/3 - 5 requesting B, L, D except lunch on 12/3 & 4 which were provided by conference)

Mileage: Yes / No -> If Yes, mileage will be 40 miles round trip between UW Seattle campus and SeaTac Airport unless noted otherwise

Comments: _____

Misc. Expenses: _____ $ _____
_____ $ _____
_____ $ _____
_____ $ _____

This worksheet is intended to gather travel expenditures details. Traveler/Claimant's signature **not** required at this time.

-> UW employee to approve travel reimbursement via Ariba, please watch for Ariba email notification in your UW email
-> Non-UW will be provided with an Expense Report for review and approval from Jim Anderson, jamesa25@uw.edu

Approval Signature: _____
   -> *Required if Traveler/Claimant does not have budget authority; email approval acceptable, please attach*