



Go to: <http://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance/>



## TRAVEL GUIDELINES AND INFORMATION

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- **Travel Authorization:** Anyone who will be traveling to attend meetings, conferences, workshops or training must first obtain authorization from the PI (Principal Investigator) of the budget covering the travel, and submit a Travel Authorization form to SEFS Financial team ([sefsfin@uw.edu](mailto:sefsfin@uw.edu)). You may also submit hard copy. This must be done before making reservations.
- **Personal Time** during travel, if you plan to take any personal time during your work trip, you need a **\*Comparison Airfare\*** *In order to be reimbursed* for flight itineraries which include personal time before, after, or during your trip, or for any reason you are **not** taking the most direct flight, you **must** provide documentation of a **price quote for a comparison fare**. This should be for a direct flight between your business destination and departure point for the dates you would have travelled without personal time. You must obtain this price quote before traveling, **at the same time** you purchase your airfare. If you have any questions about the rules for the Comparison Fare, please check in with our SEFS Financial team [sefsfin@uw.edu](mailto:sefsfin@uw.edu) *before* purchasing your tickets.
- **Airfare can be charged to the department travel card:** After receiving approval via your Travel Authorization, email one of our travel agents with a copy to SEFS FIN ([sefsfin@uw.edu](mailto:sefsfin@uw.edu)) indicating your desired dates and schedule. (Jeanne Kick [jkick@dt.com](mailto:jkick@dt.com)) You will work out the flight itinerary details with the travel agent. Once approved, your airfare will be paid for with the department travel card.
- **Reimbursement prior to travel: Airfare, conference registration and abstract fees.** If you purchase these items with personal funds, you may request reimbursement as soon as you have receipts, provided your Travel Authorization is in place. All other expenses including lodging, meals and ground transportation may only be reimbursed after travel is complete.
- **Lodging:** If you choose hotel or other lodging that is over the per night maximum allowed per government guidelines (see link below), you may not be fully reimbursed. Please work with the SEFS Financial team *before you travel* if you have questions.
  - **List of Domestic Per Diem Rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - If **sharing a room**, pay your portion *directly to the hotel* when checking out. Reimbursement will only be paid to the individual who makes the payment.
  - UW Employees work under both Federal and State contracts and are thus GOVERNMENT WORKERS and qualifies for government lodging rate.
- **Car Rental:** If you need to rent a car for your trip, you may visit the UW Travel page at <http://f2.washington.edu/fm/travel/cars> and choose between two contracted vendors: Enterprise or National. Information is also available about WA state car rental rates and insurance. You may also choose any other car rental company. Whichever company you choose, pay particularly close attention to these points:
  - IMPORTANT: all drivers must be on UW business or entire car rental is *non-reimbursable*. Also, additional drivers must be listed on car rental agreement.
  - If personal time is included, car rental reimbursement will be pro-rated. You can only be reimbursed for business days.