

UW Business Travel - Quick Overview

(Renée's bullet list)

- These are basic guidelines/principles; they are not exhaustive
- Because the University of Washington is a state-funded (i.e., "public") university, travel is heavily scrutinized at the department level, by the central UW Travel Office, and by the general public (all travel reimbursements are subject to public disclosure rules)
- Travelers are expected to keep costs reasonable, not to "double-dip" (not to get reimbursed by two different entities for the same expense), and not to derive personal benefit when traveling on University funds

UW typically reimburses for the following:

1. **Conference Registration** (Renée purchases)
2. **Airfare to and from conference** (You purchase or ask Department to purchase)
3. **Hotel while in "travel status"** (you pay out-of-pocket and get reimbursed)
4. **Meals while in "travel status"** (you pay out-of-pocket and get reimbursed)
 - you must self-declare any meals provided to you by hotel/conference/other and forego reimbursement for those
5. **Ground Transportation / Parking** (you pay out-of-pocket and get reimbursed)
6. **Business-related internet charges** (you pay out-of-pocket and get reimbursed)

If you need cash to pay your out-of-pocket travel expenses (hotel, meals, ground transportation), talk to Renée well in advance of flight date

If you Combine UW Business Travel with Personal Vacation

- obtain prior written approval from Director of Department (ask Renée)

If you combine UW Business Travel with Other Reimbursement or Remuneration

- obtain prior written approval from UW Medicine Compliance (ask Renée)

International Travel requires additional approvals and things to do (ask Renée)