

Renée's Travel Reimbursement Form

Please print, fill in the blanks, and return to Renee.

Name: _____ Email: _____

Purpose of travel: _____

Date(s) of Conference/Travel Event: _____

Date & time departed home: _____ Date & time returned home: _____

City of Residence: _____

Please list official UW business items for which you are claiming reimbursement:

\$ _____

Conference Registration

\$ _____

Airfare

\$ _____

Hotel

\$ _____

Meals - No receipts needed (reimbursed according to federal guidelines)

\$ _____

Rental Car (see [UW contracts with National or Enterprise](#))

\$ _____

Ground Travel Expenses

\$ _____

How did you get to SeaTac?

- ☐ Used personal vehicle (mileage reimbursement)
☐ drove self and parked at SeaTac
☐ family member drove me: ☐ one-way to Airport, ☐ to Airport and then back home
☐ Paid for taxi/shuttle/bus/other
☐ Rode with fellow traveler who paid for transportation

\$ _____

How did you get from the airport to your destination?

- ☐ Paid for taxi/shuttle/car rental/other
☐ Rode with fellow traveler who paid for transportation

\$ _____

How did you get from your destination back to the airport?

- ☐ Paid for taxi/shuttle/car rental/other
☐ Rode with fellow traveler who paid for transportation

\$ _____

How did you get from SeaTac?

- ☐ Used personal vehicle (mileage reimbursement)
☐ drove self and parked at SeaTac
☐ family member drove me: ☐ one-way to Airport, ☐ to Airport and then back home
☐ Paid for taxi/shuttle/bus/other
☐ Rode with fellow traveler who paid for transportation

\$ _____

Parking at SeaTac

\$ _____

Did you pay to check baggage?

\$ _____

Anything Else?

- (1) Did hotel or conference provide any of your meals so you did not have to pay for them? Which ones?

Date:							
Breakfast							
Lunch							
Dinner							

- (2) Did you attend all days of the conference for which you are claiming reimbursement?

☐ Yes ☐ No (if no, please explain): _____

- (3) Did a fellow conference-goer share your hotel? ☐ Yes ☐ No If yes, please check payment arrangement:

☐ My hotel bill shows my half of the room cost (ideal).
☐ I am paying the entire room cost and am being reimbursed by my roommate (less ideal).

- (4) If you had internet charges, were they work-related? ☐ Yes ☐ No

- (5) Did you arrive more than a day before conference began or day after it ended? If so, need justification:

☐ No timely flights ☐ Took personal time ☐ Other
☐ Attended pre-conference / post-conference event as part of UW duties