

# TRAVEL REIMBURSEMENT REQUEST FORM FOR NON-UW

Department of Biostatistics, University of Washington

Name	Today's Date
Traveler phone number & email	Home address (see note a)
Event Name	Event Date(s)
Travel Start Date and Time (see note b)	Travel End Date and Time
Personal Travel Start Date and Time (see note c)	Personal Travel End Dates and Times
I am a (check one) <input type="checkbox"/> United States Citizen <input type="checkbox"/> United States Permanent Resident <input type="checkbox"/> Foreign National (provide VISA type)	
If you are a Foreign National and you are coming into the USA on this trip, you must provide 1) a copy of the picture page of your passport 2) a copy of the I-94 or Visa Waiver stamp (see note d) in your passport and 3) a copy of the I-20 form if you are an F-1 student or a DS-2019 if you are a J1 Scholar. 4) If you are a Canadian National, submit a copy of your driver's license & social insurance card or a copy of the identity page from your passport. (see note e)	

Expenses to be Reimbursed (see Note f)	
Airfare (see note g)	Lodging (see note h)
Ground Transportation (see note i)	Baggage Fee
Registration	Parking
Per Diem Meals (see note j) <input type="checkbox"/> Yes <input type="checkbox"/> No	Excluded Meals Per Diem (list any meals provided by conf./others):
Miscellaneous Expenses	Total Expenses
Notes	

## Explanatory notes:

- (a) This is the address we will use to mail your reimbursement check, please make sure it will be good for 6-8 weeks after you submit your form.
- (b) You can go into travel status up to three hours before domestic flights and four hours before international flights
- (c) If you have arranged your travel to include time for personal business, please indicate the time frame so it can be excluded from the business expense reimbursement. For example, if you would normally depart on a Friday but elect to spend the weekend in Seattle, your personal time is from the conclusion of business on Friday until two hours before your departing flight.
- (d) You can print a copy of your latest I94 at this link <https://i94.cbp.dhs.gov/i94/#/home>
- (e) Scans must be clear and legible
- (f) If expenses are not in U.S. Dollars, please indicate the currency used. Unless the receipt indicates the conversion rate used, conversions are calculated using OANDA's currency converter at the interbank rate dated one day after the transaction occurred.
- (g) Attach your itinerary and proof of payment. Include comparison airfare if personal travel is included or if main transportation is a car, train or a bus.
- (h) Attach an itemized hotel folio, including proof of payment. If claiming an amount over the lodging per diem limit, attach documentation appropriate for the justification of higher amount claimed. For more information, see UW Travel website <https://finance.uw.edu/travel/lodging#exceptions>
- (i) For mileage reimbursements, please include a Mapquest map printout of start and end addresses which indicates total mileage driven. If the sum of ground transportation expenses is greater than \$75, include receipts.
- (j) Per Diem Meals payouts are calculated based on the time and dates you are in official work travel status and the city you are visiting. These are documented using the itinerary provided.

Please email your completed worksheet & all documentation to [bprocure@uw.edu](mailto:bprocure@uw.edu). Use this email for any questions.

After your online Expense Report is approved in Ariba, you will receive an email asking you to approve the ER. Please carefully check for correctness, sign and scan the signed form to [bprocure@uw.edu](mailto:bprocure@uw.edu). Your payment should be processed in 2-4 weeks, depending on the volume of travel being processed. If you have not received your check in 5 weeks, please contact us at [bprocure@uw.edu](mailto:bprocure@uw.edu).

For additional information, see the Travel Resource Sheet and the UW travel website <http://finance.uw.edu/travel/policies>