

Graduate Student Visitation Day Travel Reimbursement Policies

In order to process your travel reimbursement, please read the following BEFORE booking your trip. All questions about reimbursement processing may be directed to metravel@uw.edu.

1. Mechanical Engineering will reimburse **up to \$500 USD** of **travel/lodging expenses** only.
 - a. Please book **coach/economy seats** for your flights.
 - b. All parts of your trip – flights, lodging, car rental, etc. – must be booked with **separate transactions**. Please do not book as packages.
2. Only students who have traveled more than 50 miles one-way may be reimbursed.
3. If you are seeking travel reimbursement but are not a US citizen or permanent resident, please let us know as soon as possible as we will need copies of your passport, visa, and possibly other documents.
4. We need **original receipts/email confirmations showing payment has been made in your name**. Please get a receipt from your hotel when you check out showing that payment was made.
 - a. Copies of receipts, bank statements, or credit card statements cannot be accepted.
5. We can only reimburse the person whose name appears on the receipt, so please don't have multiple parties pay for multiple parts of your trip. **We will only provide one reimbursement per student**.
 - a. We cannot reimburse for car rental if someone other than the visiting student rented the vehicle.
6. Only admitted students attending Visit Day are eligible for travel reimbursement; we **cannot** provide reimbursements for parents, spouses, partners, or anyone else who may travel to Seattle with you.
7. We can only reimburse flights directly from your home city to Seattle and back. If you are flying to or from a city other than your home city, you will be reimbursed for a comparable fare for a direct flight. We cannot reimburse mileage points or frequent flyer miles.

Process for Requesting a Travel Reimbursement

1. If your receipts and signed Travel Expense Recap Form are not received **within three weeks** following Visit Day, then reimbursement will not be possible.
2. You will need to complete the below **Travel Expense Recap** form. Please complete the following sections of the form:
 - a) Name, phone number, email, today's date
 - b) Purpose of trip
 - c) Itinerary and date(s) of expense(s)
3. **In the Remarks section:**
 - a. Write your mailing address for your reimbursement check
 - b. Indicate if you are a US citizen or green card holder/permanent resident. **If you are not**, then indicate the visa type you are using for this trip to the United States for Visit Day.
4. Return your completed form and receipts via email (recommended) or postal mail, or give everything to a graduate advisor during Visit Day. If returning in hard copy, we recommend keeping copies of your own records.
 - a. Return completed form and receipts via email: metravel@uw.edu

- b. **Or**, return via postal mail:

Visit Day travel reimbursement coordinator
Mechanical Engineering Building, box 352600
4000 15th Avenue NE
Seattle, WA 98195

TRAVEL Request and Expense Recap Sheet

attach all receipts *except* food

Travel Prior Approval Signature and Date: _____ (sign) _____ (date)

Today's Date for Expenses Submission: _____

I. Traveler _____ Title (circle one): Faculty /Student /Non-UW Budget No. _____

09-9125

Phone No. _____ Email Address: _____ PO No. _____

II. **Purpose of Trip** (including city and **dates of conference**).

II.

Itinerary

Departure from (please circle one) UW or Home	Departure Date	Departure Time	to (City)	Lodging name	Business (B) or Personal (P)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Arrival time at home or UW _____

IV.

Expenses to be claimed:

Date of expense Description Amount

___ CONTRACT AIRFARE (if not, please explain in item VI). _____

___ CAR RENTAL (if "Enterprise" not used please explain in item VI). _____

___ LODGING (itemized hotel receipts required), Pls see ** below if claiming an exception _____

_____ REGISTRATION FEE (Completed Registration Form and Receipts must be attached) _____

___ MISCELLANEOUS EXPENSES (Over \$50, Receipt required) (if no receipt use a Letter of Certification) _____

Total Claiming Amount: _____

**** Prior Approval required when claiming an exception to maximum lodging:** _____ (Signature and Date)

DO YOU WANT TO BE PAID FOR PER DIEM (food)? **YES** **NO**

ARE YOU CLAIMING MILEAGE office/airport/office? **YES** **NO** (weekend or holiday can claim home/airport/home)

V. **Free meals** (including meals paid by registration fee, please indicate date and for Breakfast, Lunch, or Dinner)

VI. **Remarks** _____