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 kyt@uw.edu.

1. Only students who have traveled more than 50 miles one way may be reimbursed.

2. 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.

3. Original receipts showing payment has been made in your name are needed. An email receipt from Orbitz, Expedia, or another site is fine as long as it shows that payment was made. Sometimes, air schedules do not show that payment was made – we need both the itinerary and the “receipt”. 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.

4. 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. If someone else pays for you, we will need their contact information and Travel Expense Recap Form in order to process the reimbursement. We will only provide one reimbursement per student.
   a. We cannot reimburse for car rental if someone other than the driver/visiting student rented the vehicle.

5. Only admitted students are eligible for travel reimbursement; we cannot provide reimbursements for parents, spouses, partners, or anyone else who may be traveling with you.

6. We can only reimburse flights directly from your home city to Seattle and back. If you are flying from a city other than your home city or departing from Seattle to 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. You will need to complete the Travel Expense Recap form, which will be available on Visit Day. Please remember to 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)
   d) In the Remarks section, your mailing address for your reimbursement check

2. We recommend keeping copies for your own records.
   a. If your receipts and signed Travel Expense Recap Form are not received within three weeks following Visit Day, then reimbursement will not be possible.