

## 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 Sary Alasiri at [metravel@uw.edu](mailto:metravel@uw.edu) or (206) 685-6056.

1. Mechanical Engineering will reimburse **up to \$500 of travel/lodging expenses** only.
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. **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 your itinerary and that payment was made. 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. 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 visiting student rented the vehicle.
6. 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.
7. 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.
8. If your receipts and signed Travel Expense Recap Form are not received within three weeks following Visit Day, then reimbursement will not be possible.

## Process for Requesting a Travel Reimbursement

1. Complete the below **Travel Expense Recap** form. 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)
2. **In the Remarks section:**
  - a. Your mailing address for your reimbursement check
  - b. Indicate if you are a US citizen or green card holder/permanent resident. **If not**, indicate the visa type you are using for this trip to the United States for Visit Day.
3. Return your completed form and receipts via email or postal mail (addresses below) or give everything to Sary Alasiri during Visit Day. If returning in hard copy, we recommend keeping copies for your own records.
  - a. Return completed form and receipts via email: [metravel@uw.edu](mailto:metravel@uw.edu), **or**
  - b. Return via postal mail:  
Sary Alasiri  
Mechanical Engineering Building, box 352600  
4000 15th Ave NE  
Seattle, WA 98195

## TRAVEL Request and Expense Recap Sheet

attach all receipts *except* food

**Travel Prior Approval Signature and Date:** \_\_\_\_\_ (sign) \_\_\_\_\_ (date)

I. Traveler \_\_\_\_\_ Title (circle one): Faculty /Student /Non-UW  
 Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_ Today's Date for Expenses Submission: \_\_\_\_\_  
 Budget No. \_\_\_\_\_  
 PO No. \_\_\_\_\_

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

III. **Itinerary**

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

Arrival time at home or UW \_\_\_\_\_

IV.

Date of expense	Description	Expenses to be claimed:	Amount
_____	<u>CONTRACT AIRFARE</u> (if not, please explain in item VI).	_____	_____
_____	<u>CAR RENTAL</u> (if "Enterprise" not used please explain in item VI).	_____	_____
_____	<u>LODGING</u> (itemized hotel receipts required ), Pls see ** below if claiming an exception	_____	_____
_____	<u>REGISTRATION FEE</u> (Completed Registration Form and Receipts must be attached)	_____	_____
_____	<u>MISCELLANEOUS EXPENSES</u> (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**  
 \_\_\_\_\_