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 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, 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

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

I. Traveler __________________________ Title (circle one): Faculty/Student/Non-UW
Phone No. __________________________ Email Address: __________________________

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


III. Itinerary

<table>
<thead>
<tr>
<th>Departure from (please circle one)</th>
<th>Departure Date</th>
<th>Departure Time</th>
<th>to (City)</th>
<th>Lodging name</th>
<th>Business (B) or Personal (P)</th>
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<tbody>
<tr>
<td>UW or Home</td>
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<td>Arrival time at home or UW</td>
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IV. Expenses to be claimed:

<table>
<thead>
<tr>
<th>Date of expense</th>
<th>Description</th>
<th>Amount</th>
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<tr>
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<td>CONTRACT AIRFARE (if not, please explain in item VI).</td>
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<td>CAR RENTAL (if “Enterprise” not used please explain in item VI).</td>
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<td>LODGING (itemized hotel receipts required). Pls see ** below if claiming an exception</td>
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<td>REGISTRATION FEE, (Completed Registration Form and Receipts must be attached)</td>
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<td>MISCELLANEOUS EXPENSES (Over $50, Receipt required) (if no receipt use a Letter of Certification)</td>
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</table>

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