

TRAVEL REIMBURSEMENT

My name is Ben Jones and I will be helping you with your travel reimbursement for your visit to the UW. In order to process your travel reimbursement, please read the following BEFORE booking your trip:

1. Only students who have traveled more than 50 miles one way can be reimbursed.
2. If you 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. 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 Seattle to a city other than your home city, you will be reimbursed for a comparable fare for a direct flight. We cannot reimburse frequent flyer miles.
4. ORIGINAL receipts **showing payment made has been made in your name** are needed. An email receipt from Orbitz or Travelocity is fine as long as it shows the payment was made. Sometimes air schedules do not show payment was made, need the itinerary and the "receipt". Please get a receipt from your hotel when you check out showing payment was made.
5. Copies of receipts, bank statements or credit card statements cannot be accepted.
6. We can only reimburse the person whose name appears on the receipt and we can only do one reimbursement per visitor, so please don't have one parent pay for your airfare, another parent pay for your car rental and your friend pay for the hotel. **One reimbursement per visitor**. If a parent pays, I need THEIR address, email, etc.
7. We cannot reimburse car rental if someone other than the driver/visitor has rented the vehicle. Please don't have your parents/boyfriend etc rent a car for you and expect to get reimbursed for it.
8. You will be asked to submit the attached ***Travel Expense Recap*** form at the event. Please remember to complete the following sections of the form attached :
 - a) Name
 - b) Email
 - c) Dates of Travel
 - d) Mailing address for check
9. Please mail your original receipts and the completed travel expense recap sheet to the address below
10. If I do not receive your receipts within 3 weeks after the event, reimbursement will not be possible. We will request your signature also and will need that within two weeks of requesting it via email.

Thanks.

BEN JONES

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