

Graduate Student Visitation Day Travel Reimbursement Policies

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. For accommodation reimbursements we will only reimburse for the nights of March 28th and March 29th.
 - 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 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. Review the [Privacy Notice of Reimbursements and Payments to Individuals via Workday](#).
2. You will need to complete the following sections of the [Non-Employee Travel Claim Form](#):
 - a. Traveler: Guest or Visitor, Faculty/Staff Candidate, and UW Student
 - b. Event, Conference or Meeting
Name: Mechanical Engineering Graduate Student Visit Day
Location: UW Seattle Campus
Enter Travel Start Date and End Date information
 - c. Airfare (if applicable) [will need itinerary/receipt]
 - d. Ground Transportation (if applicable) [will need all receipts]
 - e. Privately Owned Vehicle Mileage (if applicable) [will need map showing mileage from home to UW]
 - f. Lodging (if applicable) [will need prepaid hotel receipt or checkout folio]
 - g. **In the Other Miscellaneous section, please include your mailing address for your reimbursement check.**
3. Please submit the completed Non-Employee Travel Claim Form along with the applicable required receipts/documentation via email to merecept@uw.edu. We recommend keeping copies for your own records.

- a. If your receipts and Non-Employee Travel Claim Form are not received **within three weeks** following Visit Day, then reimbursement will not be possible.