

ASTRO TRAVEL REIMBURSEMENT CHECKLIST



This travel checklist is designed to assist travelers with the most common types of travel expenses. Reimbursements are subject to the UW Travel Policy, in accordance with university, state, and federal requirements.

REQUIRED

- ☐ **Submit** an approved Astronomy Pre-travel Authorization to astrotravel@uw.edu before travel and booking that includes:
 - Detailed UW business purpose
 - Name of conference/meeting, dates conference/meeting, destination, duty station (if other than Seattle), and purpose for attending (invited, presenting, etc.).
 - Supporting documentation (conference agenda, invitation to participate, and registration confirmation).
 - Funding source and Approval
- ☐ **Review** [UW Non-Reimbursable Costs](#)
Reimbursement of expenses is not guaranteed; please review allowable costs carefully.
- ☐ **Avoid** package deals (i.e., Expedia, Travelocity, Orbitz, etc.) as they don't itemize sufficiently and may not be fully reimbursed.
- ☐ **Do not exchange funds** when sharing expenses with another UW traveler. The traveler who paid is the only person who can request reimbursement.

REGISTRATION

- ☐ Receipt must show the traveler's name, conference name, amount paid, and proof of payment.

AIRFARE

- ☐ Full itinerary with traveler's name, dates/times, itemization of taxes & fees charged, seat class, and proof of payment (last 4 of credit card).
- ☐ **When travel includes personal time:** [comparison airfare](#) is **REQUIRED** -- Failure to include a comparison airfare **at time of booking** may result in airfare not being reimbursed. Comparison should be for business dates only (dates/times must be visible).
- ☐ Seat class above coach/economy requires justification and pre-approval by CAS Dean or Disability Services if due to a medical condition. Will not be reimbursed without attached approval.
- ☐ Traveling on Federal Funds? Refer to the [Fly America Act](#).

BAGGAGE FEES

- ☐ Receipt with traveler's name, date, amount paid, and proof of payment.

LODGING (Per Diem)

- ☐ Itemized hotel folio with traveler's name, proof of payment.
- ☐ AVOID package deals (i.e., Expedia, Travelocity, Orbitz, etc.) as they don't itemize sufficiently and may not be fully reimbursed.

- ☐ If not a preferred conference hotel or within 5 miles of the event, and lodging exceeds 150% of total per diem rate, you may only be reimbursed with **prior approval** and if one of the [exceptions](#) applies **and** supporting documentation is provided.
- ☐ Lodging choices made due to personal preference or convenience are not reimbursable.

MEALS Per Diem (receipts not required unless paid for others)

- ☐ Provide flight itinerary to confirm when traveler begins & ends [Travel Status](#) for meal per diem eligibility, even if airfare is not being reimbursed.
- ☐ Indicate whether any meals were provided by the conference or other sources. Meals provided are **NOT** eligible to be claimed, even if the traveler opted not to attend.

GROUND TRANSPORTATION

- ☐ **Effective 8/1/24: taxis & rideshares no longer qualify for \$75 receipt waiver policy.** Receipt with proof of payment is required for reimbursement.
- ☐ Provide business purpose for **each** trip (ex. Airport to hotel; Hotel to conference, etc.).
- ☐ Ride-share or Car Services Requirements: Document Starting Location and ending location if not in receipt and business purpose.
 - Priority pickup fees are **NOT** reimbursable.
 - No upgrades allowed without pre-approved justification, i.e. more than one UW traveler, trip included extra equipment for presentations, etc.
 - Upgrades due to the cheapest or only option will require corroborating documentation, i.e. screenshot showing specific date & time, etc. If using public transportation, receipts may be pro-rated.
 - For rental cars, provide final rental agreement/receipt. If any drivers are not on UW business, the entire rental is not reimbursable. Some types of insurance are not reimbursable.
 - Do not use your reward points if you expect full reimbursement. We cannot swap reward points for cash reimbursement.
- ☐ Rental cars: Provide final itemized agreement with proof of payment. If any drivers are not on UW business, the entire rental is not reimbursable. Up to full size sedan is allowable; some types of [auto insurance](#) are not reimbursable.
 - **Unallowable:** Turo Car Rentals

Privately Owned Vehicle Mileage

- ☐ Provide map (ex. Google map) including origin and destination and distance driven.
- ☐ Include business purpose for each trip (ex. from airport to hotel; from hotel to conference location).