



Travel Reimbursement Form

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Travelers are responsible for understanding UW Travel policy prior to their trip:
<http://f2.washington.edu/fm/travel/policies>

Traveler's Name:		Non-UW Only	
Email:		Mail check to:	
Budget #:		UW Collaborator:	
Dates of Trip:		US Citizen/green card holder? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Departure Time:	Return Time:	If not, state visa type/status:	
Destination City:		Purpose of Trip (required):	
Personal time taken? (required): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location:	Start Date/Time:	End Date/Time:	
Location:	Start Date/Time:	End Date/Time:	
Location:	Start Date/Time:	End Date/Time:	
Comments:			

Fill out to be reimbursed:

Note: Exchange rates will be calculated according to: <https://www1.oanda.com/currency/converter/>

Airfare (itinerary required)*:	Car rental:
Registration*:	Mileage (attach log):
Hotel (folio required) [†] :	Taxi/Shuttle:
[†] Meal per diem? <i>If yes, how many days?</i> Yes No	Misc. (List _____):
Were any meals provided by hotel/conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Misc. (List _____):
<i>If yes, please note which meals on the provided grid (see back side/next page).</i>	Misc. (List _____):
	TOTAL:

*Airfare, hotel and registration can be reimbursed before traveling

[†]Lodging and food reimbursement must comply with federal per diem rates based on the destination city and date: www.gsa.gov/perdiem

NOTE: Email approval may be attached in place of signatures.

Traveler Signature:	Date:
PI Signature:	Date:
Chair Signature*:	Date:

***Chair's signature only required if you are the PI of the budget you are submitting a reimbursement for.**

**Original receipts are required for AIRFARE, LODGING, RENTAL CAR, MEALS PAID FOR OTHERS, ETC.
Hotel folio must be itemized and show traveler's name (credit card receipt is insufficient).**

