

## Atmospheric Sciences Travel Guidelines

- 1 All grad students, fellows, and research associates who will be traveling to attend meetings, conferences, workshops, and trainings should first get authorization from their principal investigators (PI) together with the budget to be charged.
- 2 The Travel Pre-Authorization form is required. Please email Francis Timlin for departmental approval of the travel expenses related to the travel and include the budget number(s) to be charged.
- 3 Airfare should be charged to the Department CTA. Once you have PI and departmental travel authorization, email Josie Hazen of Lake City Travel ([josie@lakecitytravel.com](mailto:josie@lakecitytravel.com)) and cc Francis your desired dates and schedule, and then work out the flight itinerary agreeable to you directly with Josie.
- 4 Postdocs are encouraged but not required to book air travel with Lake City Travel using the CTA. If you book through someone other than Lake City Travel – including directly with the airline –you must pay for your airfare using your own funds. To get reimbursement, fill out the travel reimbursement request.
- 5 IMPORTANT NOTE: if you plan to have personal days on your trip or if you are not making the most direct flight, you must provide a quote for a comparison fare of a straight flight between your business destination and Seattle at the same that you book your airfare. The Travel Office requires this comparison fare to process an expense report that includes any personal time.
- 6 You may book your lodging with the CTA, but except in rare cases\*, you must pay for your lodging at checkout and get reimbursement after the trip together with all the other travel expenses such as per diem, internet, and ground travel. Travel insurance is not reimbursable.
- 7 Non- travel expenses such as poster printing and copying should not be included in travel reimbursements but may be submitted for reimbursement separately.
- 8 You are encouraged to work with Hettie Scofield to pay for conference registration and abstract fees using her ProCard, or you may submit these expenses with the travel reimbursement request after the trip or separately before the trip.
- 9 If claiming mileage, attach a print-out from Mapquest to determine distance.
- 10 Submit receipts for all expenses to be reimbursed and fill out the Atmos Sci Travel Reimbursement request form\*\* specifying the purpose of the trip, location, dates, time, and your email address (in case of questions or problems), and the budget to be charged.

\* If a group is traveling together and reserves a block of rooms, it is possible for the CTA to pay for the entire room and tax portion of the hotel bill.

\*\* The travel reimbursement request form is designed to capture in one place all the information needed to process your reimbursement. If it is filled out incompletely or if required receipts are missing, there may be a delay in your reimbursement.