

Atmospheric Sciences Travel Guidelines

- 1 All grad students, fellows, postdocs, and staff who will be traveling to attend meetings, conferences, workshops, and trainings should first get authorization from their principal investigators (PI) or supervisor along with the budget to be charged.
- 2 The [Travel Pre-Authorization Form](#) is **REQUIRED** Please email atmadmin@uw.edu the completed Travel Pre-Authorization form 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. For students and guests' other components such as lodging and car rental may be booked along with airfare at the same time using CTM Travel charging our CTA account. For UW Faculty/staff 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. *One exception is If five or more UW faculty/staff are lodging at the at the same hotel for the same time period, then the CTA may be used.* Once you have PI and departmental travel authorization completed, email atmadmin@uw.edu to proceed with booking travel.
- 4 Booking Travel- Please note that we no longer use Lake City Travel and now use CTM (Corporate Travel Management) This is managed by our Fiscal Specialist Jose Reyes who will assist you with booking your travel arrangements using our CTA account. For travel assistance, please email atmadmin@uw.edu.
- 5 If you decide to book your own travel arrangements, including directly with the airline, you must pay for your airfare using your own funds. To get reimbursement, fill out the travel reimbursement request.
- 6 **IMPORTANT:** 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.
- 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 Jose Reyes or Hettie Scofield to pay for conference registration and abstract fees using a ProCard. If you purchased it on your own, you may submit these expenses with the travel reimbursement request after the trip or separately before the trip for reimbursement.
- 9 If claiming mileage, attach a print-out from [Google Maps](#) 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.