

TRAVELER/CLAIMANT INFORMATION

Name: _____ **UW NetID:** _____ **Traveler Type** (e.g. student, faculty, employee)

Email Address: _____ **Home Address** (city, state): _____ **Duty Station** (city, state): _____

Budget(s) to Charge / PI(s): If more than one budget is used, please include % to allocate

Benefit to Grant Budget(s): How did the trip benefit the grant(s)? (e.g. presented research results, etc.)

Preferred Payment Method (check one):

Direct Deposit (enrolled employees)

Mail Check to: _____

Trip Information Purpose of Trip - Include destination city and state, full name of event, and official dates of event including date/time you entered travel status and date/time you left travel status.

Did you take any personal time?

- Yes** If "yes," specify location, dates, and attach comparison airfare itinerary. Comparison fare must be round trip from same source and received on same day as ticket purchase.
- No**

PER DIEM TRAVEL EXPENSES

Meal Per Diem List dates and meal type (breakfast, lunch, or dinner) for which you need reimbursement. **Please note which meals were covered by conference or paid for by others.** Meal per diem rate will be calculated for you. DO NOT submit receipts. <https://finance.uw.edu/travel/meals>

Meals Paid for Others

Yes In addition to your individual meal per diem, did you pay for meals for other UW travelers? Meals paid for others require itemized meal receipts. If "yes", note the travelers names and the meal provided in the "meal per diem" box on the previous page.
No

DYf`8]Ya `@X[]b[`(must attach hotel folio)

Total Amount \$ # of Nights

Does nightly rate (pre-tax & fees) exceed the per diem rate for location? ([domestic per diem rates](#) | [foreign per diem rates](#))

Yes If "yes," describe justification (e.g. conference hotel, lower cost overall, ADA, safety/health, etc.) and attach backup documentation supporting lodging exception reason chosen
No

ITEMIZED TRAVEL EXPENSES - Enter total amounts for each item incurred and attach receipts

Registration Fee **Registration Paid by** Procard
Traveler/Claimant

Airfare (attach booking confirmation showing full itinerary and cost) **Airfare Paid by** CTA
Traveler/Claimant

Did you travel in coach/economy class?

Yes If "no," provide UW business purpose and approval or comparison airfare itinerary
No

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A]YU] Y If you traveled by personally owned vehicle and wish to claim mileage, enter total miles and attach Google Maps printout verifying mileage claimed.

Was standard transportation service used? (e.g. not Uber Black, Limo, etc.)

Yes If "no," provide UW business purpose and approval or comparison fare
No

MISCELLANEOUS EXPENSES (provide description, amounts, and attach receipts)