

UW PSYCHIATRY
TRAVEL REIMBURSEMENT
GUIDE

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UW Psychiatry: Travel Reimbursement Guide

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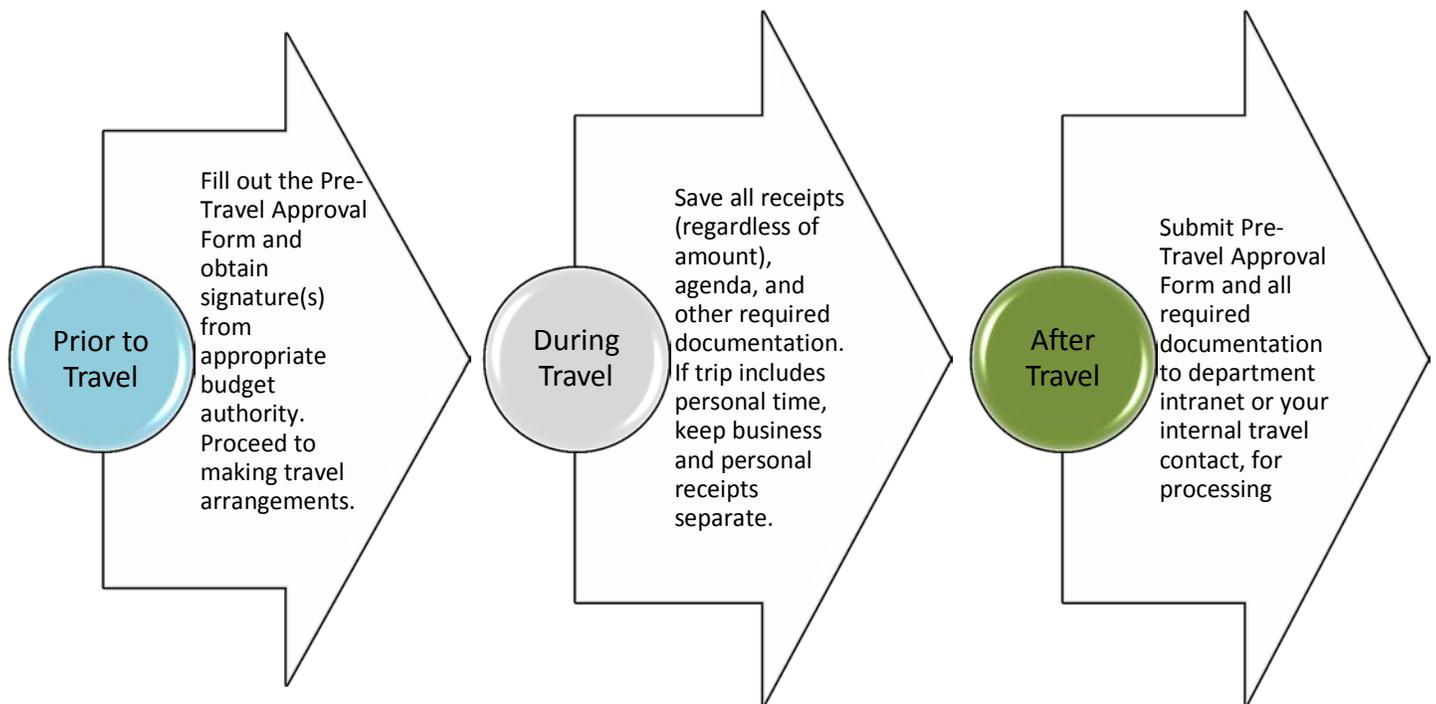
SUMMARY

The following procedures apply to faculty, staff, students and non-UW employees traveling on official UW/Department of Psychiatry business. If you are affiliated with a division or center please consult with your administrator prior to traveling as additional requirements may apply.

As a traveler on official UW/Department of Psychiatry business, you must adhere to University of Washington, State, Department, and (*if applicable*) Division/Center procedures. In general, travel must be:

- Directly work related
- Obtained at the most economical price
- Allowable per State/[UW policies](#) (and [federal policies](#) if traveling on federal funds)
- Both critical and necessary for state business
- In accordance with the [IRS Accountable Plan](#). The plan states:
 - Expenses must have a business connection
 - Employees must account for expenses in a reasonable amount of time, typically 60 days after completion of trip
 - Employees must return any excess reimbursement within a reasonable amount of time, typically 120 days after payment
- Pre-approved by the appropriate budget authority

Below is an overview of travel requirements **prior, during and after** each trip. Each section is described in detail on pages 4-7 of the guide.



PRIOR TO TRAVEL

1. **Pre-Travel Approval:** All travelers must obtain authorization prior to traveling. The authorization encompasses two components:

A. **Budget approval from PI** (or authorized approver) authorizing charges on specified budget(s)

i. **TIP:** If the traveler is PI on the budget incurring charges, this requirement is waived.

B. **Additional pre-approvals when any circumstance listed on the [UW prior to travel page](#) occurs.** In some cases, the additional pre-approval can be issued by the PI, supervisor or authorized approver. For pre-approvals requiring Dean or Chair signature, please route to Nadia Khan (nadiak@uw.edu).

i. **TIP:** Faculty have been issued [blanket pre-approval](#) by the Department Chair for the following reasons:

1. all out-of-state travel (including international)
2. lodging expense over the allowable lodging per diem rate (up to 150% allowance). A Department finance team member can assist with calculating this amount.

The Department [Pre-Travel Approval Form](#) will allow for both budget approval and approval of any additional circumstance listed on the [UW prior to travel page](#). The Pre-Travel Approval Form is an [MS Outlook template](#) that can be filled out in your email and forwarded to the appropriate approver(s) via email. **Save a version with all approvals in outlook format (.msg). Travelers are required to submit a copy with all travel arrangement and reimbursement requests.**

Please reference the grid below for guidance based on employee type and trip details:

	Form Required	* Seek Approval from PI or Authorized Approver	Seek Approval from Chair's Designee (Administrator or Department Associate Director)
Faculty - PI on budget incurring charges (no personal time)			
Faculty - PI on budget incurring charges (trip includes personal time)	✓		✓
Faculty - Not PI on budget incurring charges (no personal time)	✓	✓	
Faculty - Not PI on budget incurring charges (trip includes personal time)	✓	✓	✓
Staff, Students, Non-UW Employees	✓	✓	
*TIP: Ensure that the approver is travelers supervisor or higher.			

2. **Personal Time:** UW allows for [personal time](#) as long as additional costs are not incurred by the department.
 - If a trip includes personal time, obtain pre-authorization from PI or supervisor.
 - Airfare, including personal time, must be purchased by the traveler (cannot be charged to a CTA). Reimbursement can be requested once itinerary and receipts are received by the traveler.
 - **A comparison airfare must be obtained at the time actual airfare is ticketed.** The comparison airfare should indicate the route, flights, and cost if no personal time was taken.
 - **Option 1:** If a colleague is attending the same event without taking personal time, obtain a copy of their air ticket for the comparison airfare.
 - **Option 2:** If option one is not available, submit a PDF of a comparison airfare from an internet travel site or travel agent. Follow these steps:
 - Select required dates and times for business portion of trip (duty station to business location and back)
 - Sort search results from “Lowest – Highest”
 - Click on “flight details” of the lowest cost flight
 - Make a PDF of the entire list including the point-to-point details of the lowest cost flight
 - When requesting reimbursement, submit the comparison airfare along with the actual air ticket and receipt. **The lowest fare will be reimbursed.**
 - When submitting for reimbursement, make sure to deduct from receipts any costs associated with personal time. The UW can only reimburse for costs associated with the business portion of your trip.
3. **Meal Per Diem:** Determine the [per diem](#) limits for the city you are traveling to and confirm with PI or budget authorizer if budget allows for reimbursement of full per diem or actual meal costs up to per diem limit.
 - A. **TIP:** *When being reimbursed for actual meal costs up to per diem limits, please save itemized receipts.*
4. **Hotel Costs in Excess of Per Diem:** If hotel cost exceeds per diem, pre-authorization from PI, supervisor, or authorized approver is required (*faculty are already pre-approved by the Chair*). Reimbursement for a hotel exceeding per diem is allowable when staying at a [conference/meeting hotel](#) or when the justification meets additional [UW approved reasons](#). For conference/meeting hotels, please save documentation listing the hotel as the conference hotel. This can be a brochure or PDF of a website. If documentation is not available you can provide a MapQuest printout demonstrating that the hotel is within 5 miles of the conference/meeting.
5. **Car Rental:** UW contracts with both Enterprise and National for [car rentals](#). Please review the car rental portion of the UW travel site for guidance on making reservations and [selecting insurance](#). Compact, standard and full-size cars are allowable. When submitting for reimbursement, the car rental agreement including itemized costs is required.
 - A. **IMPORTANT:** *All drivers listed on the rental agreement must be traveling on UW business; otherwise the entire car rental cost is not reimbursable.*
6. **Purpose of Travel Statement:** This statement should include the name, dates, location of the conference or meeting, and why you attended the event.
 - *For example, to present a poster at the 2016 American Psychiatric Association Annual Meeting, held in Atlanta, GA, from May 14-18.*

7. **Benefit Statement:** This statement should describe **how** your trip **benefited** the program, contract, or grant. The statement should link the trip to a specific deliverable, goal, aim, or statement of work named by the funder. For example:
- Dr. Smith will attend the ABC conference in Portland, OR, March 1-3, 2016. The conference was specifically named in the scope of work and approved budget.
 - Dr. Smith will attend the ABC conference in Portland, OR, March 1-3, 2016 in order to disseminate research study findings. The scope of work requires conference attendance and disseminating research findings to colleagues in the field. Funds have been allocated in the approved budget.
 - The XYZ grant requires collection of data from research subjects in order to complete a final report named in the grant. Dr. Smith will travel to Portland, OR, March 1-3, 2016, in order to collect data from several research study participants. Funding is available in the approved budget.
8. **Foreign Travel:** In case of emergency while abroad, all UW-employees are asked to complete and submit the [UW Employee Abroad Reporting Form](#) **before entering travel status**. Please review information regarding [international emergency assistance](#). Additional information on [foreign travel](#) is located on page 10.

DURING TRAVEL

1. **Save All Receipts:** Per Department policy, keep all receipts regardless of cost:
- airfare itinerary (submit detailed summary of all trip legs and receipt showing that credit card has been charged)
 - change fee; baggage fee
 - lodging (submit hotel folio showing proof of payment and zero-balance due)
 - car rental (submit final rental agreement that shows name of driver, car class, dates of pick up and drop off, itemized charges, types of insurance accepted and declined, proof of payment)
 - train/rail itinerary
 - parking
 - gas
 - meal reimbursement on behalf of others
 - immunizations (itemized with CDC recommendation) – **Approval from Department Director of Finance and Administration is required.**

If traveler is being reimbursed actual meal costs (up to per diem limit), please retain itemized food receipts. When receiving reimbursement for full per diem, receipts are not required. Alcohol is non-reimbursable.

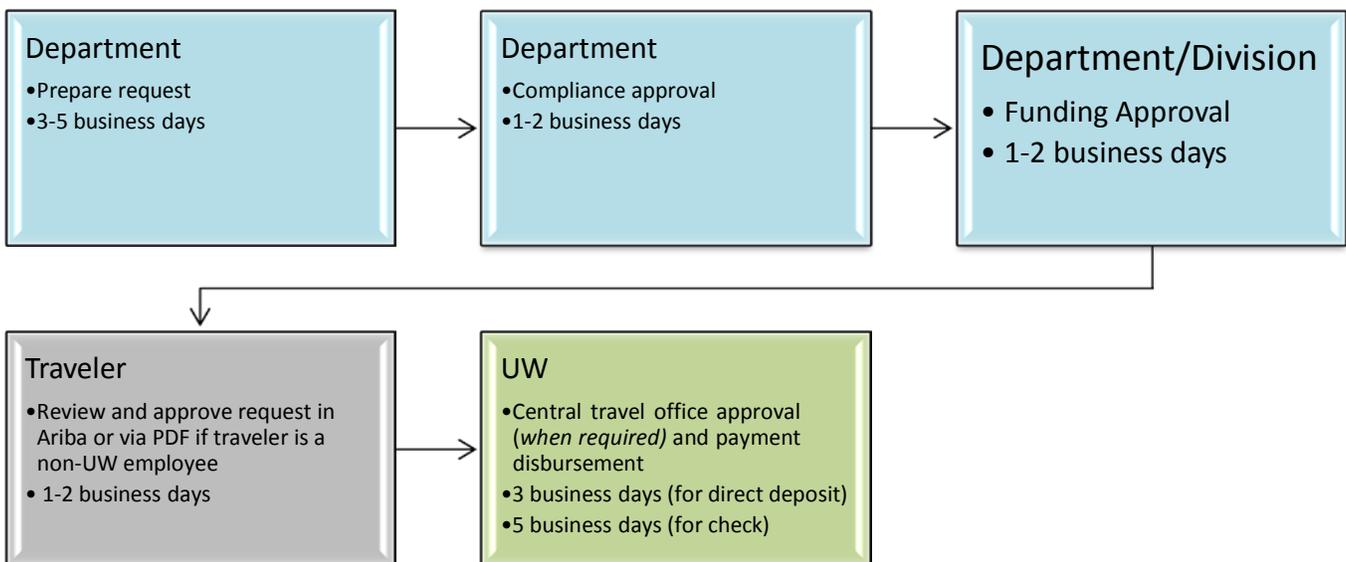
2. **Save Agenda or Brochure:** Save a detailed conference/meeting agenda or brochure. Any meals provided by a conference, or included as a part of a hotel room package, will be deducted from per diem. For additional information regarding conference/meeting brochures, please refer to the [Travel Reimbursement FAQs](#).
- **TIP:** *If the meeting did not provide an agenda or brochure, please provide an invitation or email indicating the city, dates and name of the conference.*

AFTER TRAVEL

1. **Confirm Mileage:** If traveler is requesting mileage reimbursement, two methods of documenting the total miles traveled are available.
- **Option 1 - Mileage for Selected Locations:** Visit the UW travel office page for [mileage](#). If route is listed, please use the pre-determined distances noted on the list. On reimbursement request, make reference that “Mileage for Selected Locations” was used.

- **Option 2 – MapQuest:** If route is not on the Mileage for Selected Locations list, please provide a MapQuest printout. It must show the beginning and endpoint of the trip, plus total miles driven. If round-trip, the map should show both legs. Travelers can choose to submit printouts to ensure compensation for the actual route. If printed by department staff, the shortest route is selected for reimbursement.
 - **TIP:** the beginning point should be the address where travel initiated (e.g. your residence or duty station).

2. **Budget Approval:** If final expenses exceed the amount indicated on your Pre-Travel Approval Form, please resubmit to PI or authorized approver.
3. **Submit Reimbursement Request:** Submit Pre-Travel Approval Form, receipts, agenda, and other required documentation using the travel reimbursement form on the department intranet or your internal travel coordinator. If submitting to the department intranet, the department finance team will review your submission within three business days of receipt and follow up if additional information is needed. The following is a processing timeline and reflects the effort of the staff involved once all requirements are received:

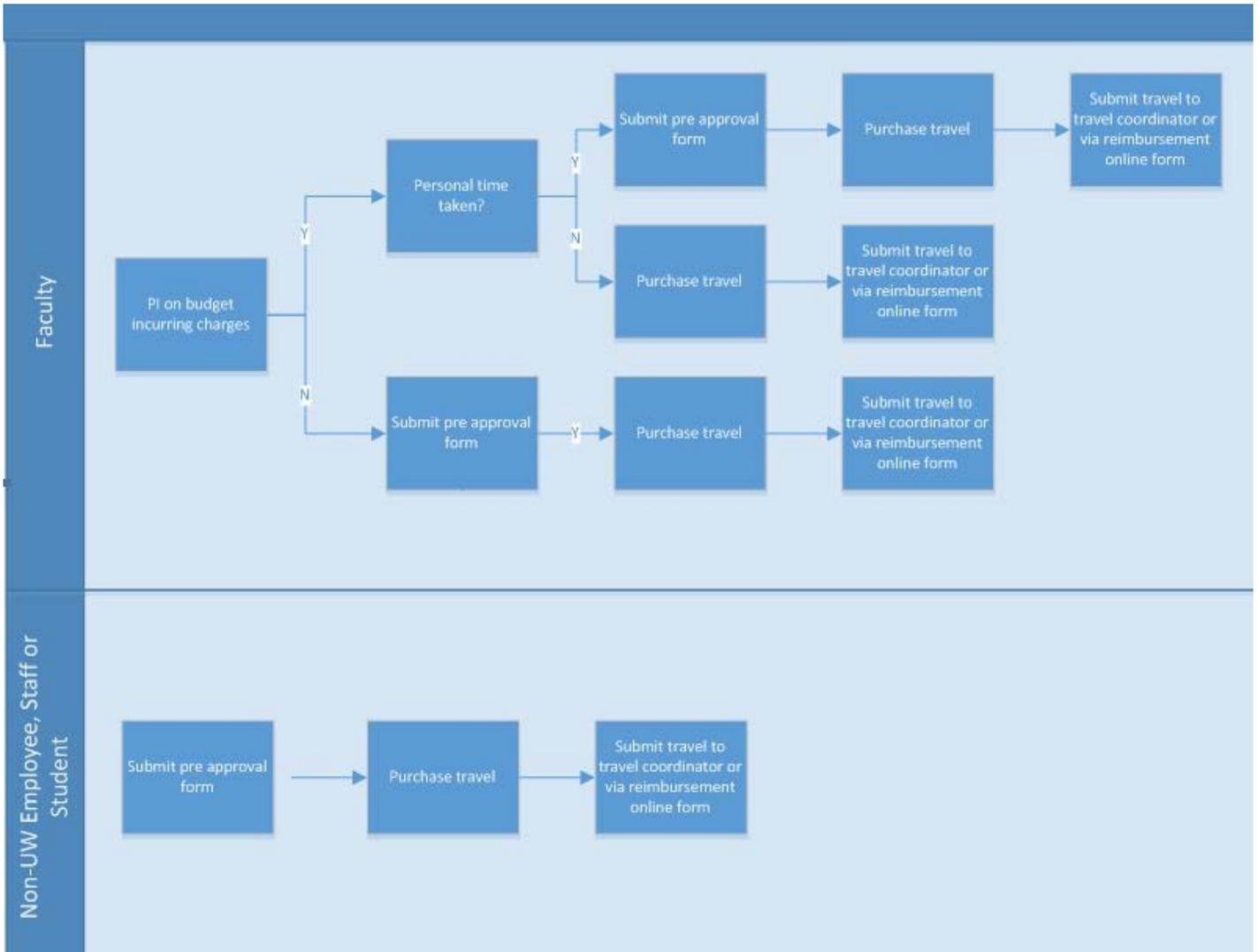


When the request is ready for traveler approval, UW employees will receive an email from ARIBA with a link to login and approve expenses online. Non-UW travelers will receive a PDF by email, requiring signature. **The traveler approval stage serves as the traveler’s confirmation that the amount being reimbursed is accurate and reflects only costs associated with official UW business (no personal costs).**

For additional travel reimbursement information, please refer to the [Department Travel Reimbursement FAQ’s](#) or [UW travel website](#). Questions for the Department may be directed to the finance team, npfin@uw.edu.

FLOWCHART

Select your appointment type and follow the flow chart for requirements.



FREQUENTLY ASKED QUESTIONS

- **Can a traveler include multiple trips on one pre-authorization request?**
Yes, only if travel is located in-state. Fill out the Pre-Travel Request Form and check the “travel is recurring” box. The following information is required: expiration date of pre-approval, budgets or organization codes to be charged, expense types, and total estimated costs.
- **Can multiple travelers be included on one pre-authorization request?**
Yes, if all travel details including location, description, and price are consistent amongst all travelers listed. Fill out one copy of the Pre-Travel Approval Form and type “group travel” in the traveler name field. Also fill out the “group approval” spreadsheet listing all traveler names and costs per traveler. The grand total on the spreadsheet should match the grand total you enter into the required “amount” on the Pre-Travel Approval Form.
- **What is the difference between pre-authorization and budget approval?**
Pre-authorization serves as approval for an employee to travel. Budget approval provides confirmation that expenses are allowable on the budget being charged and the availability of funding. Both are required for audit purposes.
- **Who qualifies as an authorized approver?**
The PI and those issued delegated budget authority by the PI. Please check with the PI for a list of authorized approvers.
- **What can I get reimbursed for prior to travel?**
If your airfare or conference registration has been pre-paid, the traveler can be reimbursed prior to travel. Along with receipts, please submit a Pre-Travel Approval Form, conference agenda and comparable airfare if your trip includes personal time.
- **Can I be reimbursed for [meals purchased for others](#)?**
It is highly encouraged for travelers to purchase their own meals. In the event that a traveler does purchase meals for other travelers, keep all itemized receipts and attendee list. Costs are reimbursable up to the per diem limit within the travel destination. Costs over per diem will not be reimbursed. Please allow additional time for processing, as UW imposes several requirements in order for the department to reimburse this expense.
- **What items are not reimbursable?** Travel insurance, alcohol, hotel or airfare purchased with travel points, fees for parking tickets, citations, or infractions while on UW business, etc. Refer to the comprehensive list of [non-reimbursable items](#) and [non-reimbursable incidentals](#).
- **If I am traveling in state, can I receive hotel or meal per diem?**
Only if you are in “TRAVEL STATUS.” You are in **travel status** when both of the following apply: **1)** you are traveling on official UW business and **2)** Your destination is at least 50 mile (one way) from your duty station or home (whichever is closer).
- **Can I charge travel expenses to a ProCard?**
No. Travel costs should be charged to a CTA when allowable or personal credit card. There is one exception: conference registration. Registrations can be charged to the ProCard.
- **What if the conference/meeting agenda or brochure is too large to upload to the Department travel reimbursement form?**
Please provide the URL of the brochure in the comment section of the travel reimbursement form and we will make a PDF of the pages required by the central travel office.
- **What if there isn't a URL for the conference/meeting agenda or brochure, and it is too large to upload to the Department travel reimbursement form?**
Minimize the number of pages by scanning the face page, pages with lodging and meal information, as well as the agenda, and attach scanned documents to the travel reimbursement.

TRAVEL ON FEDERAL FUNDS

When travel is charged to federal funds, ensure that travel is:

- Included in the award budget
- Necessary to the Federal Award
- Taken during award period
- Reasonable and consistent with applicable UW and [federal policies](#)
- Purchased in accordance with the [Fly America Act](#)

FLY AMERICA ACT: Flights charged to federal fund must utilize U.S. flagged air carriers or foreign carriers that code share with a U.S. flagged air carrier. This is a requirement for domestic and international flights mandated by federal law. If there are no U.S. flagged air carriers or code shared flights to a destination, travel must be on a U.S. flagged air carrier as far as possible or for any leg where a U.S. flagged air carrier is available.

FOREIGN TRAVEL

All **employees** traveling to a foreign destination should:

- Complete and submit the [UW Employee Traveling Abroad form](#) prior to leaving for trip
- Review UW employee [emergency travel assistance](#)
- Review the UW [Global Travelers website](#) to obtain information about safety abroad and planning for your trip
- Obtain proof of purchase (copy of receipt) for any UW owned equipment you are taking abroad. Without proof of purchase customs may impose a duty tax. Duty tax is not reimbursable.
- Follow [Export Compliance](#) (if applicable)

EMERGENCY TRAVEL ASSISTANCE PLAN: UW employees traveling abroad on University business are automatically covered by an emergency travel assistance plan administered by On Call International. It provides assistance with medical, security, and natural disaster evacuation, as well as travel assistance. *It does not provide health insurance abroad.* **Plan benefits include:**

- Medical and security evacuation services for emergencies plus repatriation benefits anywhere in the world
- Natural and political disaster evacuation coverage
- Travel assistance including legal advice and lost document assistance
- Coordination of payment for medical services rendered abroad – *please read the following points carefully:*
 - In a medical emergency, On Call can assist in paying a medical provider for your medical expenses in order for you to secure treatment. This would be done only with authorization from your employer.
 - These expenses are ultimately your responsibility to pay. If On Call is able to collect medical insurance information from you, they will attempt to coordinate benefits with your primary health insurer at the time you are receiving care. You will need to submit a claim with your primary health insurer.

All **students** traveling to a foreign destination should:

- Review the Office of Global Affairs [Student International Travel Policy](#)
- [Register international travel](#) with the Office of Global Affairs
- [Purchase comprehensive medical and evacuation insurance](#) prior to traveling
- [Request a waiver](#) for travel to high risk destinations

LINKS

Home page for UW Travel Office: <https://f2.washington.edu/fm/travel/policies>

UW Traveler Responsibilities: <https://tinyurl.com/zcqm8wy>

Guidance for Travel on Federal Funds: <https://f2.washington.edu/fm/travel/federal>

Global Travelers Website: <http://www.washington.edu/globalaffairs/global-travelers/global-insurance/employees-abroad-insurance/>

Student International Travel Policy: <http://www.washington.edu/globalaffairs/global-travelers/student-international-travel-policy/>

SCREENSHOT: PRE-TRAVEL APPROVAL FORM (MS OUTLOOK TEMPLATE)

TRAVELER & TRIP INFORMATION	Today's Date:	<i>For recurring approval, enter end date here:</i> <input style="width: 80px; height: 20px;" type="text"/>
Traveler Name(s): _____ Email & Phone: _____ Destination(s): _____ Date Range: _____ Preparer Name and Contact Information: _____		
Purpose of Trip: describe reason for travel, including event name (no acronyms). If travel is funded by a grant, describe how the trip benefits the budget.		
Budget Number 1 _____	Amount per person _____	Total for all travelers _____
Budget Number 2 _____	Amount per person _____	Total for all travelers _____
PERSONAL TIME		
If trip includes personal time, list dates and location: _____		
Save a comparison airfare at the time of ticket purchase*		
HOTEL OVER PER DIEM		
If hotel is over per diem, enter reason** here: _____		
NON-UW TRAVELERS		
If traveler is a non-UW employee, describe relationship to the project and UW		
Is non-UW traveler a U.S. citizen or Green Card holder? Yes _____ No _____ For travelers selecting no, additional information is required***		
COMMENTS		

INSTRUCTIONS: PRE-TRAVEL APPROVAL FORM

Please refer to the [flow chart](#) or [grid](#) to determine whether the Pre-Travel Approval Form is required. This is dependent on your employee type and details of the trip. The form can be prepared by either the traveler or a designated representative.

- Fill out the following **TRAVELER & TRIP INFORMATION**:
 - today's date
 - end date of approval (*if applicable*)
 - traveler name and contact information
 - destination and dates of trip
 - preparer (*if different than traveler*)
 - purpose of trip
 - budget number
 - estimated amount to be charged
- Provide the following information **IF APPLICABLE** to your trip:
 - If funded by a grant, submit a brief statement indicating how trip benefits the budget
 - If trip includes personal time, list dates and locations and save a comparison airfare
 - If hotel fees exceed per diem, select a reason provide required documentation (*faculty may skip this step as the Chair has issued blanket approval for hotel charges over per diem up to the 150% allowance*)
 - If traveler is a non-UW employee, briefly describe relationship to UW and the project. In addition, answer 'yes' or 'no' to U.S. citizenship question
- Obtain **E-SIGNATURE(S)** from authorized personnel:
 - Refer to the Prior to Travel section of the Psychiatry Travel Procedure for guidance on which personnel are authorized to provide budget approvals and additional approvals mandated by UW.
 - Save a copy of the form as a MS Outlook email (.msg format). If you are requesting reimbursement through the department intranet, please upload a copy in the MS Outlook file format. Please do not save as a PDF.

TIP 1: *fill out ALL fields that are applicable to the trip.*

TIP 2: *the form may be used to pre-approve a single traveler for one trip, multiple travelers taking the same trip, or a single traveler taking the same trip on a recurring basis. For additional guidance, please contact your internal travel coordinator or the Department Finance Team at npfin@uw.edu.*

TIP 3: *an Excel version of the form is available if the preparers and authorizers are unable to use the Outlook template.*