

## UW Bothell Shared Services

# NON-UW EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT CLAIM FORM

This form is for UW students (who are not UW employees), Faculty/Staff Candidate or Guest/Visitor for claiming travel reimbursement. All travel expenses listed below must be incurred on behalf of UW business purposes. By completing this form, the traveler verifies that no expenses listed below were already reimbursed by UW or paid by a outside entity. The traveler will provide proper documentation, such as receipts and department approvals, for expenses listed below. Complete form below for items you're seeking reimbursement with full dollar amount.

Traveler Information																																																	
Traveler: Guest or Visitor, Faculty/Staff Candidate, and UW Student	Name _____					Date Submitted _____																																											
	Home (City/State) _____					UW Box# _____																																											
	UW Student			Faculty/Staff Candidate			Guest/Visitor																																										
EU GDPR Requirement: Was the traveler/payee physically in the EU at the time this information was provided? No, EU GDPR does not apply.      Yes, <a href="#">EU GDPR Privacy Notice</a> has been provided by the Point Person.																																																	
Are you a <b>US Citizen</b> or a <b>Green Card holder</b> ?    Yes      No																																																	
If you answered " <b>No</b> ", please select either " <b>not entering/leaving US</b> " or your <b>Visa Type/Status</b> : If you did <b>enter/leave the U.S.</b> , please provide a hardcopy of your <b>Passport Identity Page:</b> _____ and <b>I-94 form</b> : _____																																																	
Trip Information																																																	
Event, Conference or Meeting	Name _____					Travel Start Date and Time _____																																											
	Location _____					Travel End Date and Time _____																																											
Travel Approval Not Required      Signed Travel Approval Attached      Conference Docs Attached																																																	
Personal Time	No	Yes	Location	Start Date/Time	End Date/Time																																												
			Location	Start Date/Time	End Date/Time																																												
~ ENTER ONLY EXPENSES REQUESTED FOR PERSONAL REIMBURSEMENT ~																																																	
<b>AMOUNT</b>																																																	
Professional Fees	Registration		Membership		Receipt(s) attached (required)																																												
	Airfare		Baggage Fees		Paid by CTA																																												
Itinerary/Receipts attached      Comparison Airfare attached (required if personal time is included)																																																	
Date: <input type="text"/> Cost: <input type="text"/> Date: <input type="text"/> Cost: <input type="text"/>																																																	
Ground Transportation  (car rental, tolls, gas, parking, taxi, bus,...)	Date	Type	Cost	Receipt and Map attached?	UW Business Purpose																																												
Privately Owned Vehicle Mileage	Total Miles Driven: <input type="text"/>			Map(s) attached (required):		Mileage Rate 2021: <input type="text"/>		0.560																																									
	Lodging      Prepaid hotel receipt or checkout folio attached (required) Per Diem rate exceeded      See: <a href="#">GSA Per Diem Rates</a> and <a href="#">UWTravel Lodging Exceptions</a> Prior approval is required for exceeding rates, and one of the following exceptions below <b>must</b> apply: Conference hotel **      Lower cost overall      Suite required **Conference hotel info attached      Special event/disaster      ADA or safety/health																																																
Meals	RECEIPTS ARE NOT REQUIRED FOR TRAVELERS CLAIMING STANDARD MEAL PER DIEM RATES																																																
	Were any meals provided by others?    Yes      No      See: <a href="#">UWTravel Meals (Per Diem)</a>																																																
	List Meals: <input style="width: 80%;" type="text"/>																																																
	Meals cannot be claimed for reimbursement if: (a) provided by the conference; (b) included within lodging price (i.e. BnB); or (c) paid by other attendees. Unsure what the Per Diem rate is? Check this box and fill in the dates below to be claimed																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Breakfast</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Lunch</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Dinner</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										Date:										Breakfast										Lunch										Dinner									
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Breakfast																																																	
Lunch																																																	
Dinner																																																	
Other Miscellaneous (descriptions and costs)																																																	
	<b>Reimbursement not to exceed funding limit without Department approval.</b>																																																
<b>POINT PERSON USE ONLY</b>	Budget Number:		Task/Option/Project:		Total:																																												