

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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NON-EMPLOYEE TRAVEL

4.7

REV 04/05

Finance and Administration

425.352.5235

OVERVIEW

Non-employees may be reimbursed for their travel expenses if they are traveling on University business. Some examples include:

- Job interview candidates
- Speakers at University events
- Visiting dignitaries

POLICY

Non-University-employees may be reimbursed for reasonable travel expenses incurred while traveling on University business, including meals, lodging, airfare, mileage, and miscellaneous expenses such as parking and taxis, as per the [UW Visitor Travel Policy](#) and RCW Section [43.03.130](#).

PROCEDURES

Travel for non-employees must be approved in advance using the [travel authorization approval form](#). After approval, the department originating the request should make air and local hotel arrangements for the visitor using the F&A Central Travel Account (CTA). The CTA number may not be kept on file by any travel agency or any department outside of Finance & Administration. The department should therefore make the travel arrangements using a State Contract travel agency and then have the agency call the F&A [Travel Coordinator](#) to obtain the CTA number. If it is not possible for the department to make the travel arrangements for the visitor, then the department may forward the information to the [Travel Coordinator](#) and they will make the arrangements.

Non-employees are reimbursed for per diem expenses at the per diem rate for King County, which is currently \$51 per day. Non-employees should pay for their own miscellaneous expenses and save their receipts. Upon completion of travel the non-employee should fill out a [Travel Expense Voucher \(TEV\)](#), attach receipts, and forward the TEV to the department for approval. The department will then forward the TEV to the [Travel Coordinator](#) for processing



FORM

Travel Expense Voucher (TEV)

<http://www.washington.edu/admin/travel/forms.html>

ADDITIONAL INFORMATION

UW Visitor Travel Policy

<http://www.washington.edu/admin/travel/visitors.html>

UW Interview Candidate Travel Policy

<http://www.washington.edu/admin/travel/interview.html>

CONTACT INFORMATION

[F&A Travel Coordinator](#) – 425-352-5235