



UNIVERSITY OF WASHINGTON

BOTHELL

## TRAVEL REIMBURSEMENT WORKSHEET

Name of Traveler: \_\_\_\_\_

UW Visa Card Holder:                      YES                      NO

<b>EXPENSE CATEGORY</b>	<b>COST</b>	<b>REQUIRED</b>
Airfare Expense		Itinerary showing payment. If non-contract fare, state reason.
Mileage		Attach mileage log if multiple Trips. Reimbursement=\$.405/mile
Registration fee		Receipt showing amount of payment.
Lodging		Original itemized hotel receipt
Taxis / Shuttle Service		Original receipt
Rental car		Original receipt. If not Budget rental car, state reason.
Meals		No receipt needed. Give time of departure & time of return if claiming allowed per diem.
Other-please specify (Ferry, bus, etc)		Enclose receipt.

If you are claiming more than had been approved on the Chancellor's approval form, the approval form must be updated and re-routed for signature.

Attach all receipts and a signed (signature ONLY) Travel Expense Voucher (TEV) then forward to your program office.