

## 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 ~										
									AMOUNT	
Professional Fees	Registration		Membership		Receipt(s) attached (required)					
	Airfare			Itinerary/Receipts attached			Comparison Airfare attached (required if personal time is included)			Paid by CTA
Baggage Fees	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" value="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									
	Date:									
Breakfast										
Lunch										
Dinner										
Other Miscellaneous (descriptions and costs)										
Reimbursement not to exceed funding limit without Department approval.										
POINT PERSON USE ONLY	Budget Number: <input type="text"/>			Task/Option/Project: <input type="text"/>			Total: <input type="text"/>			