# Checklist for Processing Reimbursements

The Checklist for Processing Reimbursements are guidelines that are designed to assist point people with identifying key and frequent travel reimbursement compliance requirements.

## Pre-Travel Form

* If travelling out of Washington, Oregon, Idaho then Preparer and Compliance will check:
	+ Traveler’s name
	+ Destination
	+ Personal time
	+ Requesting for lodging over per diem
	+ Reason for Travel
	+ Approved amount of funding
	+ Budget number (and any codes given)
	+ Traveler/Supervisor/Budget Authority signature
		- All three must be signed and dated
		- No stamp signatures are allowed (this includes electronic signatures)

## Budget Number

* Budget number should be reviewed for any Task/Option/Project code.
* If expenses are split between budgets, clearly state the amount or percentage for each budget.

## Conference

* Attach conference brochure/schedule/overview (conference name, location/hotel name, dates).
* Attach conference program (showing the daily details) if any meals were provided.
* No links, please.

## Registration

* Registration receipt showing traveler’s name, conference name, amount paid and proof of payment/payment confirmation.
	+ Ensure registration fee is not already paid in department’s ProCard.
* Membership
	+ Can be reimbursed on an ER form if it is required to travel (ex: Traveler needed to purchase membership in order to attend conference).
	+ Ensure membership fee is not already paid in department’s ProCard.

## Airfare

* Airfare itinerary is required regardless of cost. Receipts must show *traveler’s name, date/time for departure and arrival, amount paid, seat class type and proof of payment*.
* If traveler had personal time…
	+ Include [comparison airfare](https://www.uwb.edu/getattachment/finance/forms-and-guides/Comparison-Airfare-Tips.docx). If each leg of airfare is itemized, then a one leg comparison is allowed.
* If traveler has upgraded to first class, business classairfare, seat upgrade then …
	+ Requires justification and prior written approval from Director or Chancellor. Authority cannot be delegated
	+ Coach upgrades and seats fees require justification and approval from an administrator
	+ Email/letter/memo must list reason for approval and include signature with specific business reason or medical.
		- For UW employees with medical reason:
			* Employee should visit Disability Services Office to handle approval. DSO will need to send approval notice to travel office.
		- For UWB student with medical reason:
			* Student should visit Disability Resources for Students to handle approval. DSR will need to send approval notice to travel office.

## Baggage Fees

* Attach receipt with traveler’s name and proof of payment.

## Ground Transportation (all transportation must have business purpose)

### Bus & Light Rail

* Attach receipt with amount paid and date (if given).

### Car Rental

* Attach receipt with final car rental agreement. It must show name of driver, car class charged, dates of pick up/drop off, itemized charges, insurance accepted/declined, and proof of payment.
* Gas can also be reimbursed for car rental. Must show receipt.
* Cars larger than full size requires additional business purpose.
* If traveler had personal time…
	+ Car rental must be prorated, and can only be reimbursed for business days.
* Note: All additional drivers must be on UW Business, otherwise car rental is not reimbursable.

### Car Service

* Attach receipt with traveler’s name, amount paid, pick up/drop off location, map and proof of payment.
* Some city taxis will only give travelers a receipt with amount paid with pick up/drop off location and that is acceptable.

### Parking

* Attach receipt with amount paid, date paid and proof of payment.
* Parking is not reimbursable from:
	+ Home > Duty station
	+ Duty station > Home

### Shuttle

* Attach receipt with traveler’s name, amount paid, date paid, pick up/drop off location and proof of payment.

### Tolls

* Tolls for 520 are the only ones reimbursable.

## Privately Owned Vehicle Mileage

* Attach mileage log (if applicable) with business purpose, to and from addresses, dates traveled, and map.
* Maps must be a PDF from Mapquest or GoogleMaps, no image files.
* Mileage is not reimbursable from:
	+ Home > Duty station
	+ Duty station > Home

## Lodging

* Attach hotel folio. Hotel folio must show traveler’s name, date checked in/out, room rate, taxes paid, and proof of payment.
* Attach documentation showing the hotel was a conference hotel. Conference hotels applies to hotels stated by the conference as being a conference or preferred hotel, or less than 5 miles from conference location (include map).
	+ If hotel is more than 5 miles from conference location, the traveler can only be reimbursed up to per diem.
* Lodging is reimbursable for business dates only.
* Lodging is reimbursable when it is more than 50 miles from official duty station and residence and traveler is on official UW business.
* Traveler can only be reimbursed for room and tax.
* If hotel was paid in advance, traveler can be reimbursed as long as receipt shows traveler’s name, dates to be checked in/out, room rates, taxes paid, and proof of payment.
	+ Best Practice: Avoid pre-payment to hotel if possible. Traveler can choose not to attend the conference become liable to pay the university back those lodging fees. For student workers, lodging can be paid through CTA as long as no personal time is included.

## Meals

* Attach conference program/agenda and airfare itinerary.
* If traveler does not have an airfare itinerary because they drove, an email confirmation from traveler stating what time and date they left/arrived from home is acceptable.
* If conference provided meals, then those meals are not reimbursable.
	+ If point person is not sure which meals were actually provided, they will need confirmation from traveler in writing, which will be attached in Ariba.

## International Travel

* All rules above apply to international travel.
* For lodging, it is impediment that traveler receives hotel folio during check out as it is harder to ask for it once back in US.
* All charges should be converted into US dollars.
	+ [Currency Converter Tool](https://www.oanda.com/currency/converter/)

Note: Verify all reimbursements were UW business related and prorate if combined with personal time. Verify expenses were not already paid through ProCard, CTA, or already reimbursed.