# STUDENT TRAVEL TIPS

## BEFORE Travel

* Review the [UW Seattle Travel website](http://f2.washington.edu/fm/travel/) and [UW Bothell Travel website](http://www.uwb.edu/finance/travel).
* Complete the [Pre-Travel Approval Form](https://www.uwb.edu/finance/travel) for travel outside of Washington, Oregon or Idaho. The form must be signed and dated by the Traveler, Supervisor and Budget Authority. Be sure to check the box if lodging will be over the per diem rate. If traveling using only approved ASUWB funding, a pre-approval form is not required, but the traveler must retain ASUWB e-mail approval for reimbursement.
* If using the [conference hotel exception](http://f2.washington.edu/fm/travel/lodging) for over per diem lodging, save documentation showing the conference location, including a map showing chosen hotel is within 5 miles of the conference location to qualify and submit with reimbursement.
* For [lodging exceptions](http://f2.washington.edu/fm/travel/lodging#exceptions), review guidelines and requirements before booking.
* Flights and lodging can be booked using the Fiscal and Audit Services [CTA credit card](http://f2.washington.edu/fm/ps/how-to-buy/travel-purchasing), unless personal time is added to trip.
* When including personal time, save a [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) when booking the trip and provide during reimbursement. Traveler will be reimbursed the lesser of comparison or actual airfare purchased.
* Use discounted airport parking lots such as [WallyPark](http://corp.wallypark.com/university-of-washington/) that utilize State of Washington contract rates, instead of the SeaTac airport-parking garage.
* Car share services such as Lyft, Uber and Wingz are allowed for reimbursement.
* Always use the [most economical means of transportation](http://finance.uw.edu/travel/responsibility) (e.g. a taxi instead of a town car).
* International Travel: Send itinerary to travelregistry@uw.edu prior to departure. The traveler is automatically registered if travel is booked through [Christopherson Business Travel](https://app.cbtat.com/authentication/sso?id=uw).
* International Travel: [OnCall International Insurance](http://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance/) is required for UW-affiliated student travelers abroad.

## DURING Travel

* Save all receipts.
* Keep in mind allowable reasons for [travel changes or cancellations](http://f2.washington.edu/fm/travel/responsibility#cancel).
* [Review responsibilities](http://finance.uw.edu/travel/responsibility) if combining trip with [personal travel](http://finance.uw.edu/travel/responsibility#personal). Separate business from personal expenses.

## AFTER Travel

* For reimbursement, submit the following:
	+ Completed [Pre-Travel Approval Form](https://www.uwb.edu/finance/travel).
	+ Receipts (airfare, lodging, transportation, etc.). For meal per diem, review the [daily meal allowance guidelines](http://finance.uw.edu/travel/meals#reimbursement).
	+ Conference full schedule/agenda, hotel, and meals included information.
	+ A [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) if including personal time.
	+ Adjust parking and other expenses by prorating the business portion, if personal time was taken.
	+ A map for mileage claims (e.g. to airport and back).
* Foreign currency transaction fees and all tips (aside from transportation related tips) are not reimbursable; these are considered incidental and included in the meal per diem allowance.

Please contact the department travel expert with additional questions.

# COMPARISON AIRFARE TIPS

## WHEN a Comparison Airfare is Required

* A traveler **combines personal time with a business trip**.
* Personal time is defined as arriving earlier or departing later than reasonable for the business purpose of a trip. If there is a business justification for arriving early or departing later than reasonable, this should be documented and approved prior to travel.

## WHY a Comparison Airfare is Required

* The University of Washington is a publicly funded institute and is required to ensure that tax payer dollars are used economically and only for state business.

## BEFORE Travel

* Traveler will search, print and retain a comparison airfare at time of booking. A comparison airfare shows what flight the traveler would have taken if they did not include personal time.
	+ Comparison airfare must show the cabin class, travel date and travel time.
	+ One way flight comparisons are allowed as long as each leg has an itemized cost. If purchasing a roundtrip flight (and each leg does not show an itemized dollar amount), the comparison airfare should be a roundtrip flight.
* If another traveler from UW is taking the same trip with no personal time, his or her travel itinerary can be used as the comparison airfare.
* If booking with a travel agent, the agent can provide a comparison airfare for documentation.

## AFTER Travel

* Submit the following for reimbursement:
	+ The printed copy of the comparison airfare itinerary.
	+ The actual airfare ticket that included the personal portion.
* UW will reimburse the lower of actual cost or comparison airfare.

## *Alternative* AFTER Travel Comparison Airfare Procedures

* These procedures should only be used if a comparison was not obtained at time of purchase.
* Search for a flight that is four to six weeks away. Include the same day of the week as you would have travelled on UW business.
* One way flight comparisons are allowed as long as each leg has an itemized cost. If a roundtrip flight was originally purchased (and each leg does not show an itemized dollar amount), the comparison airfare should be a roundtrip flight.
* UW will reimburse the lower of actual cost or comparison airfare.