# VISITOR 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).
* (Delete if school/department is using reimbursement method or traveler is including personal time): The department will book the visitor’s flights and hotel, unless personal time is added to trip. Please review the [travel changes or cancellations policy](http://f2.washington.edu/fm/travel/responsibility#cancel). If a trip cancellation occurs for unallowable reasons, the visitor must reimburse expenses to the department.
* (Delete if school/department is using CTA method): The visitor will book their flights and will be reimbursed after the interview. Keep in mind the [seat upgrade policies](http://finance.uw.edu/travel/airfare#first) when booking.
* Allowable lodging expenses may include arriving the day before the interview and departing the day after the interview. Additional time is considered personal time if extending travel beyond business needs.
* When including personal time, save a [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) when booking the trip and provide during reimbursement. The visitor will be reimbursed the lesser of comparison or actual airfare purchased.
* Car share services for business purposes, such as Lyft, Uber and Wingz, are allowable for reimbursement.
* (Optional – can keep or remove depending on school/department policies): Review rental car information on the [UW Travel website](http://f2.washington.edu/fm/travel/cars).
* Always use the [most economical means of transportation](http://finance.uw.edu/travel/responsibility) (e.g. a taxi instead of a town car).
* (Optional – can keep or remove depending on if visitor has travel international): 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).

## 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:
	+ Receipts (airfare, lodging, transportation, etc.). (Optional – can keep or remove depending on school/department policies): For meal per diem, review the [daily meal allowance guidelines](http://finance.uw.edu/travel/meals#reimbursement).
	+ A [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) if including personal time or crossing state lines in a means other than flying.
	+ Adjust parking and other expenses by prorating the business portion, if personal time was taken.
* 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 your UW Bothell point of contact 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.