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| **CSDE Travel Funding Request** |
| **To be used for planning your trip and for reimbursement request.** |
| **For more information filling out this form, refer to** [**http://f2.washington.edu/fm/travel/responsibility#travelers**](http://f2.washington.edu/fm/travel/responsibility#travelers)**,**  **or ask Thalia Freamon freamon@uw.edu** |
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| Date: Budget# |
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| Traveler's Name: |
| phone |
| mail stop |
| email address |
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| **Destination** (City, State) |
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| **Airfare:** |
| **The easiest way to book airfare is through a travel agency already used by CSDE. Ask Thalia Freamon for a referral.**  **For more information on arranging travel see http://f2.washington.edu/fm/travel/airfare** |
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| **Dates of travel** (please distinguish any personal travel that is part of the overall trip) |
| (If you are planning personal time, ask the travel agent for a comparison flight if the location is different than  UW business location. ) |
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| **Purpose of trip** (e.g., what event are you attending, how does this contribute to academic progress  or work, why is it necessary to attend in person) Please include a brochure or website when available. |
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| **Required Preapprovals**- see attached sheet  Lodging, transportation upgrades, gift cards, non-reimbursable |
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| AIRFARE: was this paid by CSDE or you? If it was paid by you, please attach the flight itinerary. |
| |  | | --- | | LODGING AND MEALS PER DIEM | | CSDE pays the allowable per diem for meals. Indicate which meals were provided by the conference or another party | | | | * Please review the last 2 pages of this form | | |  | | |
| LODGING Attach folio (itemized statement at checkout) for your hotel |
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| MEALS-what meals were provided? The rest will be reimbursed per diem, including during flight. |
| Dates which meals |
| OTHER EXPENSES |
| |  |  | | --- | --- | | Receipts: |  | | Attach or email-scan receipts to Thalia Freamon, Raitt 206, Box 353412, freamon@uw.edu | | | If you are missing a receipt over $75, ask for a perjury form | | | You do not need to include receipts for food. |  | | List all business expenses (refer to list above) Considerations: registration and memberships, parking,  taxis and other ground transportation, mileage, gas, rental cars, tolls, ferry, baggage, any other fees and expenses  necessary for the making of this trip | | | Date Expense Type $ | Date Expense Type $ | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **NOTES** |
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| Supervisor Approval Signature (for preplanning, not necessary for reimbursement request) |
| (Note:CSDE accepts email approval if the supervisor sends this completed form as an attachment and provides approval in the body of the email.) |
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| CSDE Director Approval Signature (for preplanning, not necessary for reimbursement request)  \*  The following require preapproval from supervisor, administrator, or director.  John Kemner, CSDE administrator can approve in most cases. A PI should approve for  his/her researchers and John could approve for CSDE. Also, there is a list of items NOT covered.  Travelers cannot provide their own prior trip approval  **REQUIRED PREAPPROVAL FOR LODGING**  Lodging  If lodging is over the per diem rate, only the per diem will be reimbursed.  Here are websites supplied by UW Travel to help estimate lodging per diem  USA: http://www.gsa.gov/portal/content/104877  Alaska, Hawaii: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm  Foreign per diem: <https://aoprals.state.gov/Web920/per_diem.asp>  There are exceptions to the perdiem limit and these require advance approval  Conference Hotel: These will be listed on the website for the conference and will already have  a blanket preapproval by CSDE. The PI who sets up a conference should contact CSDE  so that we can arrange a blanket approval.  ADA or Safety/Health- please explain why you need this type of room  Lower Cost overall-please explain  Special Event- please explain  Suite required- please explain  Disaster- please explain (This one will likely NOT require prior approval)  all out-of-state travel (defined as outside of Washington, Oregon, or Idaho) requires written approval  from an [authorized person(s)](https://f2.washington.edu/fm/travel/glossary#authorize) , written approval may include email  lodging within 50 miles of official duty station/official residence.  **REQUIRED PREAPPROVAL FOR UPGRADING TRANSPORTATION**  airfare/rail coach upgrades less than $75 may be preapproved by administrator or higher  airfare/rail coach upgrades over $75 may be approved by Director or higher.  first/business class airfare/rail requires approval from Director or higher  (a single annual approval updated yearly is acceptable for frequent travel)  Business class air travel in [excess of 14 hours](https://f2.washington.edu/fm/travel/airfare#excess) (specific trips that have been included in funded  proposal for sponsored research do not require prior approval) visitor's letter of invitation  may serve as prior approval  .  **Non-Reimbursable Travel Expenses**   * alcohol * duty station parking * portage fees and housekeeping gratuities * cost of daily [commute](https://f2.washington.edu/fm/travel/cars#commute) between [official residence and official duty station](https://f2.washington.edu/fm/travel/glossary#O) * [lodging](https://f2.washington.edu/fm/travel/glossary#commercial) in a non-commercial lodging facility (AIRBUS is reimbursable) * tolls associated with use of high occupancy toll lanes (HOT) or associated with daily commute * trip / health/ travel insurance - unless required by the country visiting or program being participated in * items purchased using bitcoin * global entry service * nexus card * airline club membership and fees * stand by fees * medical / hospital services * Data Global Plans * Talk Usage charges (roaming) * Room Service * In room movies * transportation pass (ex. orca card, metro card, etc...) * Hotel minibar * bicycle mileage * childcare * travel expenses for spouse/dependents unless relocation airfare on final trip * per diem for spouse/dependents * mixers or social events not required by conference * Early-Bird Check-in fee/ pre-check service * duty tax * gifts * airfare purchased with airline miles * cash paid to other traveler * continuing education credits * [foreign currency exchange / conversion / transaction, and or ATM fees](https://f2.washington.edu/fm/travel/miscexpenses#foreign) * [car rental for a relocation](https://f2.washington.edu/fm/travel/relocation#nonreimbursable) * Change  or cancellation of a flight that do not fit into the folowing [reasons](https://f2.washington.edu/fm/travel/responsibility#cancel) * exhibitors table at a conference * expenses / fees due to negligence of traveler   + fines for parking tickets, citations or infractions received while operating a vehicle while on UW business   + delivery of fuel for car rental or personal car   + retrieval of keys from locked vehicles   + jump starting vehicle   + towing   + missed flight   + change of flights due to not confirming details before departure * expenses not essential to the transaction of official UW business   + movie rental and other items of similar nature   + transportation costs to or from places of entertainment and other non-UW business locations   + personal telephone calls   + tips / gratuities associated with personal expenses * expenses for personal preference or convenience   + valet parking unless it's required   + clothing or any other personal items purchased during UW business travel   + car rental with person listed as driver/renter other than UW traveler * UW traveler must be listed as driver on rental agreement to ensure car rental is used only for   UW business. Entire car rental expense is not reimbursable if person listed is not on  UW business or working in conjunction with UW.   * Consultant/consulting fee or any associated travel expenses.   + see [Pr](http://www.washington.edu/admin/purchstores/home_commodity/consulting.html)ocurement Services for reimbursement on all travel related expenses related to consulting fee. * 405 Toll   **GIFT CARDS for research subjects**  Gift cards may be the preferred form of payment to research subjects. Gift cards can be purchased  with [Tango Card](https://f2.washington.edu/fm/bao/field-advances/tango-order) or [US Bank Cash Card \*,](http://f2.washington.edu/fm/bao/field-advances/usbank-order) revolving fund accounts, field advance funds,  or ProCards. **Gift card purchases can also be reimbursed through eReimbursement,**  **but this should be done only as a last resort. Reimbursements are only for rare**  **occasions when other procurement options are not available**.  The gift cards should be treated exactly as you would handle cash; adequate controls and security  must be provided for the cards, and recipient information must be documented.  [Records of each research subjects](http://f2.washington.edu/fm/ps/how-to-pay/research-subjects/department-responsibilities) via gift card MUST be kept and reported to the AP Tax Desk  at the end of each year, if applicable.  \* US Bank Cash Card Order Form  <http://f2.washington.edu/fm/bao/field-advances/usbank-order>  **CAR RENTAL**  **IMPORTANT**: all additional drivers must be on UW business or **entire** car rental is not reimbursable. |
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