

OHS Travel Tips

UW travelers are responsible for understanding and abiding by [SOD](#) and [UW](#) travel policies

****Travel on federal awards is a high risk expenditure and is routinely subject to federal agency review. Review [PAFC guidelines](#)****
IF IN DOUBT ASK!

PRE-TRIP APPROVAL AND BOOKING

PRIOR approval is required for out-of-state travel. That authorization is granted by the SOD via a travel request in [SOD's Request Manager](#) system. (Refer to UW Travel's [travel planning page](#) for guidance on how to estimate costs.) In addition, travel utilizing grant funding must be approved by the PI or their delegate.

The traveler is responsible for booking and paying for their travel, though they may utilize a [UW travel agency](#) to assist in the booking process.

Please be aware UW travel policy generally does not allow for reimbursement of items purchased via Venmo or similar payment services, as there is an inadequate audit trail.

MEAL AND LODGING PER DIEM:

Per diem varies by business location and meal per diem is calculated at the time you go into and out of travel status. Follow the instructions [here](#) to determine per diem. Do not submit meal receipts for personal meals.

Note that conference hotels are allowed a 150% exception to per diem. Official documentation from the conference/meeting organizers, indicating hotel as conference location or one of the recommended hotel locations is required when you submit your reimbursement request.

AIRFARE:

Except in rare circumstances, only coach class tickets may be purchased. Any fee paid to obtain a more desirable seat is considered to be the traveler's personal choice and therefore is not allowable on a federal award. Seat fees paid using non-federal awards must follow [UW Travel policy](#).

If other journey legs or extra days for personal time are included, a round-trip [comparison itinerary](#) indicating the cost for a flight between the home city and business location, using the business travel dates, must be submitted.

If the UW traveler utilizes a companion fare ticket for a guest accompanying them on a UW business trip, UW will only reimburse the companion fare portion of the itinerary.

The Fly America Act is a federal General Services Administration (GSA) policy that mandates the use of U.S. certificated air carriers for federally funded international travel. It is recommended to work with a [UW contracted travel agency](#), as travel agents are experts in assuring Fly America compliance at the time of booking. There are [exceptions](#) to using a US carrier, such as when a US carrier is not available & the Open Skies Agreement can potentially be met. See [GSA Fly America Act](#) for more information. For any questions regarding exceptions, contact GSA - travelpolicy@gsa.gov

PARKING FEES AND MILEAGE:

- If airport parking is required, it is recommended that off-site long-term parking be utilized. These lots are generally 1/3 the cost of airport parking. Discounts are available at [Wally Park](#) and MasterPark for SeaTac parking. A Husky Card is required to identify as a UW traveler.
- [Mileage](#) reimbursement will be based on University of Washington mileage standards, and round-trip mileage should be included with your reimbursement paperwork.

CAR RENTALS:

ALL drivers on the final rental agreement must be UW business travelers or the entire amount of the car rental is not reimbursable.

Use of Venmo and other mobile payment services.

UW travel policy does not allow for reimbursement of items purchased via Venmo or similar payment services. There is not a substantial audit trail that allows for verification of expense being solely from traveler personal funds with no rewards programs.