

## 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!**

*Travelers being reimbursed with UW funds must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal funds. Please be aware UW travel policy generally does not allow for reimbursement of purchases related to personal convenience. Refer to [non-reimbursable expenses](#) for detailed examples.*

### PRE-TRIP APPROVAL AND BOOKING

*PRIOR approval is required for all 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.

*If you will be traveling to international locations for official UW work or study, remember to [register your travel](#) with the UW Global Travel Office. Registering provides access to 24/7 emergency response services and overseas emergency medical insurance.*

### 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](mailto: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.

### RIDE SHARE:

- Travelers are limited to the service provider's standard class. Any upgrades purchased for personal convenience are not reimbursable. Priority Pickup Upgrade Fees, Wait Time Fees, and Car Service types that are not the standard "UberX" or "Lyft" require [administrator approval](#) with a business justification for reimbursement.
- Car Service to meals identified to be personal preference/convenience are [non-reimbursable expenses](#). For meal accommodations that are medical-related, please see [ADA guidance](#).