

FOREST RESOURCES TRAVEL GUIDELINES

All information here is from the [UW Travel Office website](#) where you'll find much more detail. Answers can also be found by emailing, calling or visiting the Financial Services Office!

- **Getting Started**

State policies require *prior* written approval ([SFR Travel Authorization](#)) for all out-of-state travel. For the purposes of prior approval, out-of-state is defined as any travel destination outside of Washington, Oregon, or Idaho. Authorization must be completed by traveler and signed by Budget Approver (or Divisional Chair if traveler is Budget Approver). All expenses must be work-related and obtained at the most economical price to the State and the University. See additional [Traveler's Responsibilities](#).

- **Possible Advance Payments**

SFR Financial Services can assist with applying for advance payments for airline, rail, and bus tickets using the Forest Resources Central Travel Account ([CTA](#)). Lodging costs may be paid for with the CTA card only if they are for non-UW travelers, or for 10 or more UW travelers attending a conference/group event. A Financial Services Procard can be used to pay for your [Conference Registration](#) in advance. If you pay for the registration yourself, you can be reimbursed for it either before or after the trip, but a copy of the registration form showing proof of payment must be turned in with your Travel Expense Voucher (TEV). A [Per Diem Advance](#) can only be requested by University travelers without a UW [Individual Travel Charge Card](#) in order to get money beforehand to be used only for UW travel expenses.

- **Travel Expense Voucher (TEV)**

All other travel expenses must be paid by the traveler and reimbursed after the trip. To get reimbursed for your travel expenses, a [TEV](#) must be filled out completely, and signed off on by Budget Approver (or Director if traveler is Budget Approver). Tape small receipts to 8-1/2x11 piece of paper so they can be scanned by the Travel Office. Type the information onto the TEV using the link, save it to your computer, then print it out for signatures, and submit it to Financial Services. The TEV is a 2-page document, but the second page and all the financial totals will be completed automatically. In all cases, approval signatures authorizing travel must be original. A faxed signature on the TEV can be accepted for a UW employee with a duty station outside the state of Washington, or a non-UW person when it's not possible to obtain an original signature prior to departure.

- **Airfare**

State regulations require that all airfares for UW employees/students must be purchased through a contract travel agency. There are, however, [exceptions](#) to this, which include that the contract airfare is more expensive than a rate you've found yourself, there is no contract fare for your flight, there are no seats for your flight, or there aren't any flights that fit your required schedule, so check the [State Contract Airfares](#) before purchase. If you purchase your airline tickets yourself, you may apply for reimbursement in advance of your trip. TEVs for reimbursement of airfare must include a receipt showing both itinerary and proof of payment.

- **Mileage**

If you drive your own car on University business, you are reimbursed the applicable [mileage rate](#) for each mile driven from your official duty station. The mileage rate reimbursement includes the wear and tear on your car and the cost of gas. Mileage documentation must be turned in with your TEV, either by using [Mapquest](#) for point-to-point mileage, or keeping a mileage log using your odometer readings.

- **Per diem**

The [Domestic Per Diem Schedule](#) gives maximum meal and lodging rates for the continental U.S. Lodging rates are room rate only excluding taxes. The maximum room and meal rates are the most you can be reimbursed except when traveling to cities identified as [high cost locations](#). [Lodging allowance exceptions](#) are allowed under some circumstances. Meal rates cover the cost of the meal and any sales tax and tip. Receipts for meals are not necessary when claiming per diem, but hotel receipts are always required. There are also [Non-Contiguous](#) and [Foreign](#) per diem schedules. Foreign expenses must be [converted](#) to U.S. dollars on your TEV. The source for the exchange rates you used must be attached to your TEV in order to claim reimbursement. The number of meals you can claim each day vary according to when you go on and come off [travel status](#). You cannot be reimbursed for meals included in your conference registration fee.

- **Miscellaneous expenses**

Receipts are required for any miscellaneous expenses over \$50. The most common miscellaneous expenses are trains, buses, shuttles, taxis, communications, and laundry. Laundry and/or dry cleaning reimbursement is authorized only for travelers in continuous travel status for 5 or more days, and receipts are required for laundry expenses regardless of cost. Currency exchange/conversion charges and ATM fees are not reimbursable.