

Mathematics Grad Student Travel Reimbursement Intake Form

Name: _____

ER

Date/Time you left home: _____

Date/Time you returned home: _____

Location(s) of Travel: _____

Purpose of Travel: _____

Personal time taken? Yes No

Personal Time Description (start date/time; end date/time; location): _____

TRANSPORTATION

*****Receipts required for all airfare, rail, purchases in foreign currency, and any other costs over \$75*****

Airfare (Receipt showing itinerary, dollar amount paid, airline name, and travel class required.)

Airfare cost \$ _____

Class (only coach/economy can be reimbursed): _____

Public Transportation _____

Rail _____

Car Rental _____

Shuttle _____

Gas _____

Taxi/Lyft/Uber _____

Mileage _____

LODGING

*****MUST itemized/folio receipt - we only reimburse for room and tax.*****

Lodging (room & tax) _____

MEALS

Note: Meals cannot be reimbursed with department travel funding administered by Grad Program Director.

Meal amounts _____

REGISTRATION

Conference registration _____

MISCELLANEOUS

FUNDING NOTES OR ADDITIONAL INFORMATION

University of Washington
Department of Mathematics
Notification for Collection and Use of Personal Data

You are notified that by continuing through this travel reimbursement process, the University of Washington (UW) is collecting certain data about you. UW Department of Mathematics is collecting data in order to process your travel reimbursement.

UW may also use this data to comply with its legal obligations. Data records will be maintained for at least their minimum required retention according to the applicable UW Records Retention Schedule(s):

- [Financial Records for Grants/Contracts](#)
- [Travel Expense Vouchers](#)

Records will be accessed by those who have a legitimate UW-related business need to access them.

For additional information, to request access to or a copy of your personal data, or to request certain data be removed, you may contact Michael Munz, the Department of Mathematics Administrator, at munzm@uw.edu.

If your data protection related questions or concerns are not addressed after contacting the organization area to which you provided data, you may also contact UW's designated data protection officer, Ann Nagel, Institutional Privacy Official and Associate Vice Provost for Privacy, uwprivacy@uw.edu.