UW DEPARTMENT OF MATHEMATICS TRAVEL POLICY

Last updated: 7/30/2025

Reimbursement Procedures

For reimbursement of travel costs, see:

- Pam Kelley Elend for all UW-based travelers
- Mike Munz for all non-UW travelers.

Graduate students requesting reimbursement are required use the Grad Student Travel Reimbursement Intake Form. Faculty requesting reimbursement are encouraged (but not required) to use the faculty form.

Those requesting reimbursement should review the department's Notification for Collection and Use of Personal Data.

The UW requires that travel reimbursement requests be submitted in the Workday system no later than 90 days after you return from your trip. Therefore, **provide your receipts to Math staff for no later than 85 days to give ample time for processing and Workday entry.**

Required Receipts

Receipts are required, regardless of amount, for all airfare, rail, lodging, car rental, supplies required for business (purchased during travel) or immunization costs.

- Airfare receipt must show flight class and itinerary. *UW will only reimburse economy/coach fares.* For exceptions, see "Other Airfare Considerations" below.
- Lodging receipts must be an itemized "folio" receipt. Lodging for UW-based travelers can only be reimbursed up to the federal lodging per diem limit for the location. See the UW Travel website for exceptions.
- Rail receipts must show travel class. *UW will not reimburse first class rail fares.* "Rail" does not include light rail public transportation such as the Seattle Link light rail.

Receipts are required for any other individual expense over $75[1].

Other Airfare Considerations

- UW will not reimburse coach upgrades and seat fees unless justified by the Math Administrator (Mike Munz). Acceptable justifications include mandatory seat fees, additional space required to conduct UW business, or medical reasons documented through the UW Disability Services Office.
- UW will not reimburse first class or business class air travel without approval from a Vice President, Vice Provost, or Dean.
- Extra/additional fees are not reimbursable.

[1] Approved by the Washington State Office of Financial Management

Car Rental and Ride Share/Uber/Lyft Considerations

- For car rentals, be sure to review UW Travel's car rental policies. Note that the UW will not accept Turo as a rental car service due to their Classification of Cars being outside UW policy.
- UW cannot reimburse supplemental insurance for car rental.
- Ride share upgrades, such as Uber Comfort, Lyft Extra Comfort, Uber/Lyft XL, and Priority Pickup are only reimbursable with a business-related justification.
- Note that comparison rates are NOT allowed for ride shares the way they are for airfare or rail travel. For example, if a traveler purchases an Uber Comfort ride without a business-related justification, a comparison screenshot of the cost of a ride without the upgrade *cannot* be used to get reimbursement up to the cost of the non-upgraded comparison, *rendering the expense non-reimbursable*.

Package Deals

Any travel costs purchased via a package deal (e.g. combined airfare and lodging) should show, whenever possible, individual costs for each item in the package. Package deal receipts that do not show this require additional processing which will delay reimbursements.
Note: Non-itemized package deal receipts CANNOT be reimbursed on federal grants.

Personal Travel Costs

If travel involves any personal time before or after time required for your official business, you cannot be reimbursed for any expenses related to this extra time. If you are booking a trip that includes personal time, submit, along with your purchased airfare receipt, include a screenshot of comparison airfare showing what the cost would have been without personal time. *Take this screenshot the same day you book your actual airfare.*

Non-Reimbursable Expenses

See this page on the UW Travel website for non-reimbursable travel costs.

****Special Notice for Federally-reimbursed Air Travel****

Air travel reimbursed on federal funds (e.g. NSF grants) must comply with the Fly America Act, which requires the use of U.S. certified air carriers for federally funded international travel. Flights reimbursed by federal funds must be booked through a U.S. carrier (preferred) or a carrier from the European Union, Australia, Switzerland, or Japan.

Canadian carriers are NOT Fly America Act compliant unless the flight has a U.S. codeshare and is booked through a U.S carrier.

Final Note

The Department of Mathematics travel policies are based on policies documented on the UW Travel website. For further policy details, and anything not covered here (e.g. cancelling travel plans, per diem exceptions, etc.), refer to the UW Travel pages, or consult Pam Kelley Elend or Mike Munz.

Where policies conflict, UW Travel reimbursement policy shall supersede Math reimbursement policy.