



Travel time!

Gracious Replies

Thank you to those who took a few moments to let us know what they thought about our updated newsletter. We are working on some of your suggestions and we thank you for the kind thoughts!

Those who travel should find some helpful topics covered in this edition. Due to our wonderful diverse faculty and staff, we have encountered all types of fun (i.e. challenging) scenarios and questions. Recently we were asked how to reimburse travel by dog sled! Yes, you read that correctly, dog sled. Unfortunately, you can't claim dogsled mileage.

Travel typically involves a few major types of expenses, like airfare, lodging, meals, registrations and local transportation. Each expense has its own peculiar details to consider; we're happy to help explain how they should be documented for reimbursement.

It is expensive to travel. Submitting a well-documented reimbursement request helps you get your money without delay.

We hope you like this second installment. Remember to let us know what you think!

TRAVEL REIMBURSEMENTS

Ok, you've just received approval to attend that really important conference. Like most, you are thinking "now what?" Best way to start is to save a copy of your registration confirmation.

Next? How are you going to get there? Fly? Drive? Uber? Start a file now so you can retain copies of the items you will need after you return. Saving receipts as you go is so much easier than trying to recreate stuff after you get back home. So...

- If you are arranging your own flight, please print the flight confirmation (including your itinerary) even if the CTA is used. If you are including some personal travel while away, print a direct round trip flight comparison, from Seattle to your conference destination and back based on the conference dates. Personal time requires a copy of both itineraries.
- Are you staying at a local hotel? Hotels will provide you a copy of their "folio" showing all the charges incurred each day. Keep that to turn in as well. Staying at an Airbnb? Please provide your confirmation showing dates, names and amounts paid for your stay.
- While traveling on official UW business, you may be claiming the meals you purchase. Meals are reimbursed based on the per diem of the area where you stay. No receipts needed. Let us know what meals on what dates you want to claim.
- Finally upon your return, please try your best to submit your reimbursement request in a timely manner. Travel reimbursements can get confusing and we often have questions!



WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok here is a list of who works with what topic:

Dvorah – Approvals, budgets and all things in charge. dvorah@uw.edu

Sarah – Grants Manager. guthu@uw.edu

Kaitlyn – Payroll, receivables. xql@uw.edu

Jim – Reimbursements, invoices, CTA, ProCard. jamesa25@uw.edu

Diane – Travel. dscillo@uw.edu [her schedule is posted in 400]

WHAT FORM DO I USE?

There are times when we need to reimburse someone for a trip and there are times when we need to pay a vendor for their services. Here are some brief descriptions about some of our forms to keep in mind:

JSIS-91: is used for reimbursing travelers for business expenses while in travel status.

JSIS-92 & JSIS-97: is used to request to pay a traveler's air fare and/or UW visitors lodging. We need this form signed and submitted **before** tickets are booked.

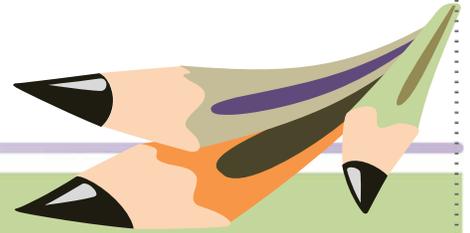
JSIS-80: Meal reimbursement worksheet.

Whenever food is purchased, regardless of how it was purchased, please include this form.

JSIS-82: Perjury statement. Lose your receipt? Don't have an itemized receipt? Please provide one of these with your paperwork.

UW Travel Card: permanent faculty & staff can apply for an individual UW Travel card in which to charge official business travel expenses only.

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



Happy Endings

Here is our fun question of the day:

Question: What can travel around the world but stays in one corner?

Answer: A stamp!

Extra: "When preparing to travel, lay out all your clothes and all your money. Then take half the clothes and twice the money". – Unknown

Hope you enjoy!

From all us of us here at the Jackson School Business Office; Have a wonderful day!
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at jamesa25@uw.edu

