

- **Receipts** need to show specific details of what was purchased, from what vendor, the date purchased and that the item was indeed paid for (so, for example, a hotel booking confirmation isn't sufficient unless it shows you paid for the hotel in advance). **Airfare receipts in particular must show the form of payment used, name of traveler(s), dates and routes of travel, airfare class, and amount paid, length of flight.**
- If any personal time was taken, a comparison airfare (comparing the cost to what it would be if there was no personal time) has be done at the same time as you make your reservations
- Some Items under \$75 don't require a receipt, but you do have **explain specifically what was purchased**: for example, don't just say "Bus" say "bus from hotel to airport." Current UW policy says "**ride shares**" (**which includes taxis, Uber, Lyft, etc.**) **NEED TO HAVE A RECEIPT—EVEN IF UNDER \$75**
- If going to a conference, you **MUST provide the conference brochure** or printout from the website that shows the name of conference, dates & location. Similarly, if you're attending a meeting, the details of the meeting are required.
- If the costs of the travel are being split between multiple grants, be specific about what is to be charged to each source; don't just say "split between GR12345 and GR54321" say "costs split 50-50 between GR12345 and GR54321"
- Expenses purchased using any rewards program **are not reimbursable**. (See <https://finance.uw.edu/travel/netid-bookandpay#RewardsPrograms>)
- If you're changing the grant being charged for the reimbursement from what was put in the Travel Request Form, it is NOT sufficient to just put in a different budget/grant number in the Travel Summary sheet. You need to specifically inform of us of that in an email AND, you must show approval from the PI
- **If the hotel you stayed at (or conference you attended) includes breakfast**, we will not be giving you the meal per diem for breakfast unless you couldn't have it through no fault of your own (e.g., dietary issues, the work required you to leave the hotel before the meal was available)
- If requesting reimbursement for **Wi-Fi, internet or cell phone costs**, you must provide a business justification
- When using **Uber/Lyft/taxi**, priority pickups and service upgrades MAY be reimbursable, if you can document a business justification (such as it was the only option available, or you needed a specific vehicle to carry equipment). UW's "approval for car service upgrade" must be completed and approved <https://finance.uw.edu/travel/files/forms/approval-for-car-services-upgrades.docx>
- If doing **anything out of the standard** (e.g., hotel higher than the standard US-set per diem rate), you must document why the higher rate is justified. **Documentation does not just mean an explanation of why (although we do need that as well), but actual copies of emails, or websites or brochures that show why the non-standard cost is justified.** For example, you may show on a map that the hotel you stayed at is considerably closer to where the ship you're helping to load is located—and so cheaper overall because of a shorter commute. This might include screen shots of estimated taxi costs if you stayed at the cheaper hotel. The documentation should be able to be understood by a third party who may not know all the details of your travel