

Travel Reference Guide

UW Department of Genome Sciences

How to Book Travel

Must be the lowest logical cost, and observe/exclude any fees due to personal preference or convenience not necessary/critical to UW business.

It is **not recommended** to book package deals through a fare aggregator such as Expedia, Travelocity or Orbitz. Package deals may be taxed or not reimbursable due to non-compliance with receipt documentation. See [Package Deal Policy](#).

If **personal travel** is added to the trip the traveler is required to pay for the ticket and submit a reimbursement. A **comparison airfare** is also required, and the best practice is to acquire the comparison airfare for business only at the time of booking as this will most accurately represent the cost.

How to Pay for Travel – Create a PurchasePath (PP) order for each traveler

Paying with Department's Central Travel Account (CTA)

- The traveler needs to contact Tangerine Travel at tangerine@tangerinetravel.com or (425) 822-2333 to book the flight.
- Tangerine will email the itinerary to travel@gs.washington.edu and we will pay for the airfare with GS' CTA.
- Please create a PP order with Tangerine as the vendor, we can't approve payment on the CTA unless the PP order is approved. Enter the name of the conference, location and dates of the conference, and a statement of how this benefits the grant or project in the PP Order Notes section.

Paying for Airfare with personal funds and request for reimbursement of expenses

Reimbursement request must be submitted within **90 days** of the end of your travel.

- Create a PP order for reimbursement (can be reimburse prior to the trip)
- Enter the name of the conference, location and dates of the conference, and a statement of how this benefits the grant or project in the PP Order Notes section.
- Attach airfare itinerary and receipt.

Fly America Act

The Fly America Act is federal General Services Administration (GSA) policy that mandates the use of U.S. certificated air carriers for **federally funded** international travel. It is recommended to work with a [UW contracted travel agency](#), as travel agents are experts in assuring Fly America compliance at the time of booking.

There are exceptions to using a US carrier, such as the when a US carrier is not available & the Open Skies Agreement that can potentially be met. See [GSA Fly America Act](#) for more information. For any questions regarding exceptions, contact GSA - travelpolicy@gsa.gov

Others Travel Expenses (please reference the PurchasePath number for the airfare)

- Conference registration/membership: these expenses can be charged to the department procard, or reimbursed with receipt. Add-on such as banquet meals and t-shirts are not reimbursable.
- Lodging per diem: the amount that is allowed to be spent depending on the location of business. To determine the per diem rate, see [USA Per Diem Rates](#) or [International Per Diem Rates](#). Please submit a hotel folio with your reimbursement request. Air BnB and VRBO are also acceptable lodging venues. And if the conference hotels are above the local per diem rate they may also be allowable, so long as you submit proof that it was a conference hotel.
- Meal per diem: Daily meal allowance is allowable while in travel status, see link above. Provided meals are non-reimbursable (i.e. meals included as part of conference).
- Car rental: itemized receipt required
- Ground transportation and other expenses: Please attach receipt to PP request for reimbursement.

For more detail about travel policies and procedures, see:

<https://finance.uw.edu/travel/policyindex>

<https://finance.uw.edu/travel/airfare#flyamericaact>