

Reference Guide for UW Dept of Genome Sciences Travel

- Create a PurchasePATH request for each traveler
- Enter the **name of the conference, location and dates of the conference** in the PurchasePATH notes section

Please list the below items (**if applicable**) in the following order:

- Conference registration is line item #1. Include instructions on how to register the individual. This is charged to the department Procard. Please NOTE: add-ons such as banquet meals and t-shirts cannot be part of the registration. Conference Registration may also be paid for by the individual and reimbursed with receipt.
- Airfare is line item #2. Contact Tangerine Travel at tangerine@tangerinetravel.com or (425) 822-2333 to book flight. Tangerine will email the itinerary to travel@gs.washington.edu and we will pay for the airfare. This is charged to the Department's Central Travel Account (CTA). Airfare may also be paid for by the individual and reimbursed with receipt. Any personal travel added to a trip requires the traveler to use his or her own credit card as well as providing comparison airfares. **Airfare is the only charge that can be reimbursed prior to the meeting.**
- Lodging is line item #3. Use the lodging per diem rate. If lodging is more than per diem but falls under *exceptions to lodging allowance* then you must attach appropriate supporting documentation (i.e. conference hotel and scheduled events pdf), see link for allowable exceptions: <http://finance.uw.edu/travel/lodging#exceptions>. Individual will book/pay for hotel and be reimbursed upon submission of the hotel folio after the trip.
- Meal per diem is line #4. Use the UW meal per diem breakdown after verifying the daily maximum for region. Daily meal allowance is allowable while in travel status. Provided meals are non-reimbursable (i.e. meals included as part of conference). Estimate prior to travel and claim allowable meals after the trip.
- Ground transportation is line #5. Estimate prior to travel and provide receipts after travel.
- Miscellaneous expense(s) is line #6. Estimate prior to travel and provide receipt(s) after travel.

Lodging and meal per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

UW meal per diem rate breakdown: <http://finance.uw.edu/travel/meals#perdiem>

Travel Policies and Procedures: <http://finance.uw.edu/travel/policies>

Receipts for travel must be provided **within 90 days** of the end of your travel. Along with receipts, you must also provide a hotel folio for your lodging reimbursement.