



# A guide for understanding how to arrange travel and be reimbursed for travel expenses

Department of Genome Sciences

Update: 11/24/25

# Before You Travel

## Approvals Request-Register

- Approval from Dr. Dunham is on file for GS personnel to travel outside the State of Washington in connection with their duties for FY26.
- First and business class upgrade need approval from the Dean. Allowable for international travel over 14 hours for a single leg of the trip. Not allowed on federally sponsored awards. See [Airfare Upgrades Policy](#)
- For International Travel, **register** your travel with Global Affairs (required). See [Global Travel](#)

## How to Book Travel

- Must be the lowest logical cost, and observe/exclude any fees due to personal preference or convenience.
- It is not recommended to book package deals through a fare aggregator such as Expedia, Travelocity, etc. Package deals may be taxed or not reimbursable due to non-compliance with receipt documentation. See [Package Deal Policy](#).
- 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. See [Fly America Act](#)

# Airfare

## Personal Time Combined with Business

- Traveler pay for the airfare and request for reimbursement if personal time is combined with business trip.
- A Comparison Airfare is required. Best practice is to acquire the comparison airfare for business only at the time of booking your airfare as this will most accurately represent the cost. The comparison is to show the cost of travel for UW business only with no personal influence. Another traveler's itinerary can be used if it is for business travel only.
- Each comparison airfare itinerary will be reviewed by SOM and UW Travel Office.
- The comparison requirement: 1) Origin and destination, 2) Flight dates, 3) Flight class, 4) Total amount.
- Other expenses must be prorated if personal expenses are not separate from the receipt total. Example: car rental, gas, parking.

## Business Only

Paying with CTA (Department's Central Travel Account)

The traveler needs to contact Tangerine Travel at [tangerine@tangerinetravel.com](mailto:tangerine@tangerinetravel.com) or call (425) 822-2333 to book the flight. Let them know the charge will be on Department of Genome Sciences' CTA.

- Tangerine will email the itinerary to the purchasing team for final approval.
- Only airfare is allowed to book through Tangerine Travel and paid with Department's CTA.
- Submit a PP (PurchasePath) order with Tangerine as a vendor as soon as you finalize the flight with Tangerine. We can't approve the airfare purchase without the approved PP order.
- On the PP enter the name of the conference, location, dates of the conference and a business statement of how this trip will benefit the grant or project in the PP notes section.

## Reimbursement Request (within 60 days after the trip)

\*\* Reimbursement request must be submitted within **60 days** of the end of your travel per IRS Accountable Plan.

\*\* Failure to complete the reimbursement request within **60 days** - expenses will be treated as taxable income and to be processed through payroll.

- Submit a PP order for reimbursement. Paid airfare, conference registration, membership can be reimburse prior to the trip.
- Need to attach flight itinerary with payment information and itemized list of fees and taxes paid.
- Attach seat fee justification and approval from the administrator. See [Seat Fee Approval](#)
- Attach conference information such as location, dates.
- Attach conference agenda
- Attach all receipts except for meal per diem. Itemized receipt required for meals paid for others.

## Lodging

The lodging accommodation must be considered a commercial lodging facility.

- AirBnB and VRBO are considered commercial accommodations. Include all fees in the daily rate (cleaning fee, service fee).
- Per diem varies depending on the conference location. See [Determining Per Diem](#)

- Over per diem (up to 150%) will be allowed if the hotel is the official conference location, recommended hotel by the conference, or within 5 miles of the conference location. For other exceptions see [Per Diem](#).
- A hotel folio with payment information is required for reimbursement.
- Valet parking at hotel is **not** reimbursable unless required by hotel.

## Meals

- No receipts are required. No exceptions to go over the meal per diem allowance. For per diem amount see [GSA Per Diem](#)
- Reimbursement is based on start and end times of travel status. For break down by WA State see [Determining Per Diem](#)
- Meals that are included in hotel price, as part of the conference registration fee or as part of the program will NOT be reimbursed regardless of whether you attended the meal unless necessary/critical UW business prevented them, must be substantiated on the expense report.
- Personal dietary restrictions (religious, vegan, vegetarian, etc.) will NOT be reimbursed.
- For dietary medical accommodation, see [ADA travel accommodation](#)
- Meals paid for other travelers that are not specifically on UW business then **itemized receipts** are required regardless of the cost.

\*\* Travelers should pay and claim their **own meals** unless there is a UW business need. This will reduce administrative burden.

## Ground Transportation

If travelers decided to travel with an alternative method other than airfare then the basis for comparison is flying the lowest-cost logical coach fare directly to the business location. Reimbursement is the lesser between the airfare comparison and the actual cost of the alternative method of travel.

### Ride Share

- Ride share such as taxi, Uber, and Lyft are reimbursable.
- Priority pickup, wait time fees, and car service types that are not standard “Uber X” “Lyft” require administrator approval with business justification for reimbursement.
- Car service to meals identified to be personal preference. Need justification and approval from administrator.
- Receipt required.

## Car Rental

- The car charged on the final agreement can be up to a full-size sedan. Any class higher than full size requires business justification.
- All drivers on the final rental agreement must be on UW business or the entire amount of the car rental is NOT reimbursable.
- Final itemized rental agreement is required for reimbursement
- For other ground transportation such as mileage, car rental etc. see [Ground Transportation](#)

## Non-Reimbursable Examples

- Alcohol
- Childcare
- Exchange funds between travelers
- Expenses purchased with rewards programs
- Expenses related to negligence
- Lodging in a non-commercial lodging facility
- For additional examples and detail information see [Non-Reimbursable](#)

## Resources

UW Travel Office Policy Index: <https://finance.uw.edu/travel/policyindex>

Change/Cancellation of Travel Plans: <https://finance.uw.edu/travel/ChangeCancellationTravel>

UW Office of Global Affairs: <https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>

Genome Sciences purchasing team: [gstravel@uw.edu](mailto:gstravel@uw.edu)