

University of Washington travel regulations can be found at <http://www.washington.edu/admin/finserv/travel/> and must be followed. Consistent with these policies, the Physics Department will reimburse for travel expenses as outlined below.

**Travel Guidelines for University of Washington Physics Department  
faculty, staff, and students:**

**Travel Expenses:**

State of Washington travel regulations require that all UW business airfare must be charged to a UW travel account, either the card account issued to the individual or the department's Central Travel Account (CTA).

<http://www.washington.edu/admin/procsrvcs/ecommerce/cta/visa.cta.html>

Although airfare is the only required use of the University issued Visa travel accounts, individual card accounts can and should be used to charge all other University business related travel expenses. However, applying for an individual VISA travel account is optional.

**Reimbursement:**

If you are a faculty, staff or student in the University of Washington Physics Department, the following expenditures may be reimbursed:

- Contract or cheaper coach airfare to/from Seattle to your travel destination. [If you are traveling to multiple destinations for personal leave, you will be reimbursed up to the cost of round-trip airfare to your business destination.\*]
- Lodging
- Per diem
- Transportation to/from the airport (i.e. taxi, shuttle)
- If you are traveling to a conference, please provide a copy of the conference schedule to your travel administrator.

If you have expenses not listed above please contact the Physics Department **BEFORE** you are in travel status to have them authorized.

*\* Please provide travel agent or airline documentation showing the cost of round-trip airfare to your business destination **BEFORE** you travel.*

**Please contact Fiscal Specialist, [fiscspec@uw.edu](mailto:fiscspec@uw.edu), (206) 685-7896, if you have any questions.**