

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 Visitors to the University of Washington Physics Department:**

If you are a visitor, the following expenditures will be reimbursed:

- Coach airfare to/from your place of business to the University of Washington Physics Department. If you are traveling to multiple destinations, you will be reimbursed up to the cost of round-trip airfare to the University of Washington.\*
- Lodging
- Per diem
- Transportation to/from the airport (i.e. taxi, shuttle)
- Visitors traveling from foreign countries must provide proof of entering the country legally (copy of stamped passport or I-96 Form).

If you have expenses not listed above please contact the University of Washington 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 the University of Washington **BEFORE** you travel.*

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