

This guideline establishes a structured and fiscally responsible process for student travel and reimbursement within the College of Built Environments (CBE) at the University of Washington. Aligned with institutional financial policies and constrained by limited budgets, it ensures equitable access to travel support, reinforces compliance with UW Travel Services requirements, and promotes accountability in the use of public funds.

Eligibility for Travel Reimbursement:

1. Travel must be directly related to academic or professional development, such as conferences, competitions, or fieldwork.
2. Prior approval for travel must be obtained from the department chair or program director.

Reimbursement Policy:

- **Reimbursement Cap:** Each student is eligible for a reimbursement of up to \$500 per trip, contingent on the availability of funds. Additional support may be provided on a case-by-case basis for group travel or high-priority events.
- **Covered Expenses:** Reimbursement will only be provided for the following categories:
 - Transportation: Airfare, train, bus, or mileage for personal vehicles (at the standard IRS rate).
 - Accommodation: Lodging costs up to stated GSA per diem rate, no overage allowed.
 - Registration Fees: Conference or competition registration costs.
 - Meals: Per-diem reimbursement is available on a case-by-case basis and should be noted in your request form. Without a signature, no meals will be reimbursed.
- **Non-Reimbursable Expenses:** Personal expenses, entertainment, alcohol, and costs unrelated to the approved travel purpose will not be reimbursed.
- **Airfare and Hotel Arrangements:** Airfare and hotel accommodation reimbursed by a department/unit must comply with the rules and regulations set forth by the University's Travel Office (<https://finance.uw.edu/travel/homepage>).
- **Reimbursement is Not Guaranteed:** Reimbursements must abide by the policies established by the UW Travel Services Office. For more information, visit: <https://finance.uw.edu/travel/>

Approval Process:

1. Submit a travel request form to your department at least four weeks prior to the planned travel date.
 - Non-PhD Student Employees use this form: [CBE-FAO FORM-TravelApprovalRequest](#) – must be signed by a supervisor.
 - UW PhD Students use this form: <https://be.uw.edu/academics/phd/student-support/> - this will route for approval independently.
 - Non-UW Employees must also have this form: [Non-employee-travel-form-CURRENT.pdf](#) – should be initialed by the provider of the travel funds.
2. Include brief justification for travel, estimated budget, and any supporting documentation (e.g., conference agenda, invitation letter).

3. The department will review and confirm the maximum allowable reimbursement based on fund availability.

Reimbursement Submission:

- Submit a reimbursement request within 45 days of completing travel:
 - UW Employees use this form: [Travel Spend Authorization & Reimbursement Request](#)
 - Non-UW Employees use this form: [Non-Employee Payment Request](#)
- Include the following:
 - Completed travel request form (linked above).
 - Original, itemized receipts for all expenses.
 - Proof of participation (e.g., conference agenda, badge, presentation slides).
- Incomplete or late submissions may result in a delay or denial of reimbursement.

Cost-Saving Recommendations:

- Consider carpooling or sharing accommodation with other attendees.
- Book travel and lodging as early as possible to secure lower rates.
- Explore opportunities for additional funding through grants or sponsorships.

Additional Notes:

- Departments may establish additional criteria or allocate supplemental funds based on their budgets and priorities.
- Students are encouraged to consult with their program advisor for guidance on eligible activities and available funding.

Resources:

- UW Travel Services Office: <http://finance.uw.edu/travel/>
 - Travel Policy Index: <https://finance.uw.edu/travel/policyindex>
 - Non-Reimbursable Examples: <https://finance.uw.edu/travel/nonreimbursable>