CBE Student Travel and Reimbursement

Guidance for Student Travelers

Overview

This guidance establishes a consistent and fiscally responsible process for student travel and reimbursement within the College of Built Environments. Travel support is subject to available funding and UW Travel Services requirements. Approval confirms the maximum support available but does not guarantee reimbursement of expenses that do not comply with UW policy.

Eligibility for Reimbursement

- Travel must be directly related to academic or professional development. Examples include conferences where a student presents a paper or poster, participates in a panel session, competitions, and fieldwork.
- Prior approval must be obtained from the department chair, program director, or other designated approver before the travel occurs.

Reimbursement Policy and Funding Limits

STUDENT GROUP	DOMESTIC	INTERNATIONAL	CONDITIONS
BE PhD Students	Up to $1,000	Up to $1,500	Subject to available funding.
UDP PhD Students	Up to $500	Up to $1,000	Subject to available funding.

Additional support may be considered case by case for group travel or high-priority events.

Covered Expenses

- **Transportation:** Airfare, train, bus, or mileage for a personal vehicle at the applicable reimbursement rate.
- **Accommodation:** Lodging costs up to the applicable GSA per diem rate. Overage is not allowed.
- **Registration fees:** Conference or competition registration costs.
- **Meals:** Meal per diem may be approved case by case and must be specifically included in the approved travel request. Meals will not be reimbursed without documented approval.

Additional Policy Requirements

- **Non-Reimbursable Expenses:** Personal expenses, entertainment, alcohol, and costs unrelated to the approved travel purpose will not be reimbursed.
- **Airfare and Lodging:** Arrangements reimbursed by UW Funds must comply with UW Travel Services' requirements. For more details, review: UW Travel Services Guidance
- **Reimbursement is NOT GUARANTEED:** All reimbursements must comply with UW Travel Services policies, the approved funding source, and fall within approved limits. For more details, review: UW Travel Policies

Approval Process

1. Submit the appropriate travel request at least four weeks before the planned travel date, and before any expenses are incurred.
2. Include brief business travel justification, estimated budget, and supporting documentation such as a conference agenda or invitation letter.
3. The department or program will review the request and confirm the maximum allowable reimbursement based on funding availability.

TRAVELER TYPE	REQUIRED APPROVAL ROUTE
Non-PhD Student Employees	Use the CBE FAO Travel Approval Request. The form must be signed by the student's supervisor.
Non-Employees	Complete the Non-Employee Travel Form. The provider of the travel funds should initial the form.
BE PhD Students	Use the Conference Travel Support form on the BE PhD Student Support page. The request routes independently for approval.
UDP PhD Students	Use the form on the UDP Conference Travel Support page. The request routes independently for approval.

Reimbursement Submission

1. Submit the reimbursement request to CBE within 50 days after completing travel. UW requires complete reimbursement requests to be submitted within 60 days, and the earlier CBE timeline allows time for staff review and submit a complete package in Workday to ensure compliance.
    a. **UW Employed Students:** Submit the request through the UW Connect Finance travel reimbursement form. Access the form here: Travel Spend Authorization and Reimbursement Request.
    b. **UW Students (Non-Employee):** Submit the request through the UW Connect Finance non-employee payment form. Access the form here: Non-Employee Payment Request
2. Include the following documentation:
    a. The completed and approved travel request form.
    b. Itemized receipts for all expenses (must include proof of payment).
    c. Proof of participation, such as the conference agenda, badge, or presentation materials.
3. Incomplete or late submissions may result in delayed or denied reimbursement, and have unintended tax consequences.

Cost Saving Recommendations

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

Additional Notes

Departments may establish additional criteria or supplemental funding based on their budgets and priorities. Students should consult with their program advisor regarding eligible activities and available funding.

Resources

UW Travel Services Office | Travel Policy Index | Nonreimbursable Examples