

FMRN TRAVEL REIMBURSEMENT FORM

*Please include all receipts except for **meals** which are paid on a per diem basis.*

Traveler's Name:	
*Mailing address (for check):	
Email:	
Travel Destination:	
Purpose of trip:	
DEPARTURE <small>(for per diem purposes)</small>	Date:
	Time:
RETURN HOME <small>(for per diem purposes)</small>	Date:
	Time:
EXPENDITURE	TOTAL COST
Airfare	
Lodging**	
Parking	
Rental Car***	
Shuttle Fares	
Taxi Fares	
Other	
MILEAGE Please include address for mileage reimbursement. Airport mileage is allowed****	
Address of Departure Point	
Address of Destination	

PLEASE SUBMIT THIS FORM & RECEIPTS ONLINE OR EMAIL/FAX/MAIL TO:

William Deng, Budget/Fiscal Analyst
wildeng@uw.edu
Fax: 206-685-0610/
Family Medicine Residency Network
Box 354696, Seattle, WA 98195-4696

Questions? Contact William Deng at wildeng@uw.edu / Phone: 206-616-4639

Please note below which meals you need reimbursed.

MEALS**			
Provided meals are not reimbursable.			
DATE	B	L	D

COMMENTS:

*Address will be visible to all UW employees with access to the online reimbursement site.
 **WA state law prohibits reimbursement of lodging and meals within 50 miles of home/work.
 ***CAR RENTAL: Drivers must be restricted to those conducting UW-related business.
 ****Round trip mileage reimbursement to/from the airport is allowable when a third party drives.
 NOTE: Faculty Development Fellows and SIMS trainees are **NOT** eligible to receive per diem or meal reimbursement.

Completion and submission of this form indicates your knowledge and acceptance of our travel policies.

<https://depts.washington.edu/fammed/network/travel/>

FMRN TRAVEL PREPARATION / REIMBURSEMENT PROCEDURES (Please Read Carefully)

AIRFARE:

- To book airfare, please make your reservation on our Corporate Travel Account (CTA) by calling our travel agent Mike Henrichs, Corporate Travel Management, at (206) 658-4651 or emailing michael_henrichs@travelctm.com and ask that your trip be charged to the FMRN CTA.
- Network travelers should book the lowest standard coach cost airfare available per state travel rules.
- Travelers who think they have a reasonable chance of a last minute change in travel plans should ask for the state contract airfare (refundable).
- **Airfare should be booked at least 30 days in advance of the flight. Travelers may be responsible for higher costs for reservations made less than 2 weeks in advance.**

MILEAGE:

- If you are driving instead flying, you will be reimbursed for your mileage at the current rate (as of January 2020) of \$0.575/mile up to the lowest cost of the roundtrip airfare quote if driving from the office.
- Mileage is usually calculated based the shortest distance from your business or residence address to the destination. On non-regular work days, mileage can be calculated based on your residence.
- Mileage to the airport is available for reimbursement (round trip mileage reimbursement if a third party drives - eg. family member takes you to airport). Please note third party drivers in the comments box.
- Google Maps will be used by the Network office to calculate and verify final mileage.

GROUND TRANSPORTATION:

- Please keep all the receipts for the light rail, taxis, and shuttles for reimbursement.
- If you are traveling to Seattle we encourage the use of the new Seattle Light Rail system.
- We encourage travelers to rideshare. Please consider coordinating your trips with fellow travelers when hiring a rental car or taking a cab/Uber.
- If you need to rent a car for your trip please note all drivers must be restricted to those conducting UW-related business.
- We recommend to using UW Enterprise and National for car rentals since we have an official contract with them. Please visit the university's rental car contract page for more information at <http://f2.washington.edu/fm/travel/cars#enterprise>.

LODGING & MEAL REIMBURSEMENT

- Please use your credit card to reserve and pay for your lodging. If you are unable to keep the reservation you are responsible for contacting the hotel to cancel it. No-show charges are NOT reimbursed. Make sure to get a detailed receipt (folio) for reimbursement.
- Lodging reimbursement will be the actual lodging total paid on your folio. Lodging reimbursement CANNOT exceed the maximum allowed per diem rate for the destination city plus tax, or the Network block rate plus tax if the room block is reserved by the Network.
- Conference hotels can exceed per diem rates but require prior approval. Please contact the Network office prior to travel to make sure your conference hotel is reimbursable.
- Meals are reimbursed on a per diem basis. Meals that are provided as part of the business event are NOT reimbursable.
- For per diem rates, please visit: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

NOTE: Washington state law prohibits the UW from reimbursing lodging expenses or meals for participants traveling less than 50 miles from duty station/residence, with the exception of back to back late night-early morning meetings. To verify eligibility, please contact the Network office.

PERSONAL TRAVEL:

- Please note if any personal travel is involved you can **NOT** use our FMRN CTA, per state travel regulations.
- When ANY personal travel is involved, please make all reservations under your name and pay for ALL travel expenses with personal funds. We will then reimburse you for the business portion of the travel.
- FMRN does not reimburse for any expenses beyond what would normally incur for Network business purposes. Trips extended for personal reasons will only be reimbursed for Network business-related costs.
- Please separate personal and business expenses when possible. If they cannot be separated, expenses will be pro-rated.
- Airfare will be reimbursed based on a comparison flight excluding the personal time.
- If you would like to verify the amount you will get reimbursed, please provide us with a comparison airfare from a travel agency or online travel site. Please create a round trip comparison itinerary using same parameters that exist for actual trip and use the **current lowest available coach fare** and send this comparison airfare to Will Deng (wildeng@uw.edu) and he will verify the reimbursement amount.

REIMBURSEMENT: Please DO send copies of receipts for everything except for meals (calculated on a per diem basis when allowed) along with the reimbursement

form. Reimbursements can be submitted with any of the below methods:

- **Online: FMRN home page (preferred)** <https://depts.washington.edu/fammed/network/travel/>
- Scan & Email: wildeng@uw.edu
- Fax: 206-685-0610
- Mailing Address: 4225 Roosevelt Way, Ste 308, Seattle WA 98105-6099

SUBMITTING RECEIPTS

We prefer that you send us original receipts. If you would like to submit a scanned receipt please make sure it meets the University's minimum scanning requirement of **300 dpi (dots per inch)**. We CANNOT accept cell phone pictures but we DO accept pdfs from cell phone scanning apps. Please make sure the scanning app resolution is set at **300 dpi** and saved as a **PDF**.

Please DO note all meals provided to you, either at your hotel or conference. Remember to include addresses (departure and destination) if you wish to claim mileage. Any reservation changes and costs for non-business related reasons are the responsibility of the traveler.

As of March 2012, UW travel reimbursement requests will be accessible to all UW employees (for reasons of fiscal transparency): name of traveler, details of trip, and mailing address. For this reason, we prefer to mail your reimbursement check to your office address, but if you prefer, we will use your home address.

Thank you for your cooperation. Please feel free to contact me with any questions.

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