

Division of Emergency Medicine

TRAVEL BOOKING & REIMBURSEMENT PROCEDURES ([UW Travel Policies](#))

Booking Travel:

1. Approval: Email Dr. Stern with cc to Jeff Bronstein (jabronstein@medicine.washington.edu).
2. Airline Tickets: Contact Tangerine Travel to book airline tickets; payment will be made using our UW account. See contact info below. After booking, Tangerine will contact us for payment approval. You may also use a travel agent of your choosing, pay directly, and submit for reimbursement.

Tangerine Travel, Ltd.

16017 Juanita Woodinville Way NE Ste 201

Bothell WA 98011

(425) 822-2333 / 800-678-8202

(425) 822-1333 Fax www.tangerinetravel.com

Regina Dunmore Travel Consultant (Or you can talk to someone else, it doesn't have to be Regina)

(425) 354-6940 Direct Line regina@tangerinetravel.com

3. Personal Travel: May be combined with business travel. Documentation comparing travel without personal time *must be obtained prior to travel*. Examples, if airfare will include personal time before or after business time, save a pdf of a fare without personal travel included. If adding a non-business stopover before or after business time, save a pdf of the flights you would have taken if you were not adding personal travel time.
4. Hotel: Book directly, guarantee using your personal credit card. (Lodging cannot be charged to the department credit cards.) If not staying at designated conference hotel, lodging within five miles is reimbursable even if it is over the maximum allowed. Provide MapQuest showing distance with your reimbursement request.
5. Conference Registration: Pay using your credit card, or contact finance to use the UW department credit card. To do this go online from here at HMC, check to see if Finance staff member is available, Go through the online registration process up to the point payment/credit card info is needed. Procard holder will come to your computer and put in payment information to complete the process.
6. Car Rental: Any additional drivers must be on UW business or **entire** car rental is not reimbursable.
7. Incidentals: like taxi, parking, and rental car: Pay as you travel and then submit for reimbursement.

Travel Reimbursement

Your expense report for reimbursement will be done online (by Finance) after you submit hard copy (or email) receipts (see details below). You will then receive an email to approve your expense reports online. Payment is direct-deposited for UW Employees to the account used for payroll.

After your trip, please submit:

- ❖ Original receipts are required for the following regardless of cost:
 - Lodging (UW Policies/Procedures regarding: <http://f2.washington.edu/fm/travel/lodging>)
 - Car rental (UW Policies/Procedures regarding: <http://f2.washington.edu/fm/travel/cars>)
 - Meals paid on behalf of others (UW Policies/Procedures regarding: <http://f2.washington.edu/fm/travel/meals>)
 - Laundry
- ❖ Original receipts for anything over \$75.
- ❖ For anything under \$75, (except as noted above) please make a note of the expense or send the receipt (this might include taxi, parking, etc.)
- ❖ Your detailed flight itinerary Departure and arrival dates and times are used to determine your total allowable meal per diem. Per diem rates vary from city to city and may fluctuate depending upon the time of year. (Rates: <http://www.gsa.gov/portal/category/21287>)
- ❖ Meals: No receipts are required for meals; you will automatically be paid meal per diem.) Let me know if any meals were provided by the conference or paid for by anyone else, as these cannot be reimbursed. Your daily per diem will be reduced accordingly. If no meals were provided, please note this as well. This information is usually in the conference brochure.
- ❖ The conference brochure or a link to one with dates, agenda etc.

Please let Jill Christenson know if you have questions.

Contact:

Jill Christenson

Admin. Coordinator
Division of Emergency Medicine
University of Washington
ajillc@uw.edu
206-744-4099

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Seattle 98104-2499