Contents (hyperlinked to topic)

TRAVEL

Travel Office Policies ................................................................. 2
Personal Time Taken During Travel ........................................ 2
Travel Pre-Authorization .......................................................... 2
  • Travel Authorization Form ................................................ 2
Travel Reimbursement ............................................................. 2
  • Travel Reimbursement Request Form ................................ 2
International Travel ................................................................. 2
UW Student International Travel ............................................. 3

CENTRAL TRAVEL ACCOUNT (CTA) .......................................................... 3
  Using the CTA for Airfare ..................................................... 3
  Using the CTA for Lodging .................................................. 3

ORDERING GOODS & SUPPLIES ...................................................... 4

REIMBURSEMENT OF EXPENSES ................................................. 4
  • Reimbursement Request Form ........................................... 5

FOOD, MEALS, & CATERING .......................................................... 5

PROCARD PURCHASING .............................................................. 6

EMPLOYEE RECOGNITION, INCENTIVE AND GIFTS .................... 6

USING CONTRACTS ................................................................. 6

PURCHASING FROM A VENDOR ................................................. 6

FINANCIAL DOCUMENTATION ...................................................... 7

HELPFUL LINKS ............................................................................... 7
**TRAVEL**

Dean’s Office staff who travel more than 50 miles from duty station must have travel preapproved by the staff member’s supervisor. Assistant or Associate Deans who report to the Dean must be preapproved by the Dean if travel is to be on a Dean’s Office budget. Please fill out a Travel Authorization Form prior to making travel arrangements.

Travel Costs — Travel costs charged to University budgets must be work related and are to be obtained at the most economical price. Staff members are expected to use restraint in incurring travel expenses. Information on using the CTA for purchasing airfare is here.

**Travel Office Policies.** Please familiarize yourself with the University of Washington’s travel policies before booking travel. Travel policy information: https://finance.uw.edu/travel/policies

**Personal Time Taken During Travel.** *Obtain Comparison Airfare* In order to be reimbursed for flight itineraries which include personal time before, after, or during your trip, or if you are not taking the most direct flight, you must provide documentation of a price quote for a comparison fare. This should be for a direct flight between your business destination and departure point for the dates you would have travelled without personal time. You must obtain this price quote before traveling, at the same time you purchase your airfare. Unless you are familiar with the rules for the Comparison Fare, please check with Finance and Administration (F&A) at coenvfa@uw.edu before purchasing your tickets.

**Travel Pre-Authorization.** Dean’s Office staff travel of more than 50 miles from duty station must be preapproved by the staff member’s supervisor. Assistant or Associate Deans who report to the Dean must be preapproved by the Dean if travel is to be on a Dean’s Office budget. Complete the travel pre-authorization form prior to making travel arrangements.

- [Travel Authorization Form](#)

**Travel Reimbursement.** For travel reimbursement, please fill out a Travel Reimbursement Request Form and include required documentation.

- [Travel Reimbursement Request Form](#)

**International Travel.** The UW provides emergency travel assistance to faculty, staff, and qualified student employees traveling abroad on University business. The emergency travel assistance plan does not provide health insurance abroad and acts as a supplement to your personal health insurance coverage. The UW has changed its insurance providers. Please review the [CISI Benefits Document](#) for details on the new plan and to make sure you have the updated emergency contact information prior to travel.
You are strongly encouraged to register your international travel in advance with the Office of Global Affairs. The information is used by the UW Global Travel Security Manager in case of an emergency, and to provide support when requested. The process for this registration varies by unit and your administrator should be able to answer any questions you have about who is responsible for registering international travel within your unit.

**UW Student International Travel.** The University implemented a [UW Student International Travel Policy](#) which includes three pre-departure requirements for all students traveling abroad for official academic purposes:

- **Register international travel** with the Office of Global Affairs
- **Purchase comprehensive medical and evacuation insurance** while abroad (UW Student Abroad Insurance)
- **Request a waiver** for travel to high risk destinations, if applicable.

These requirements may impact your planning and preparations for any international travel that involves students because you will be expected to have ensured these requirements have been met for all of your students before departure. Please note that if you employ a student (e.g., a research assistant) who is expected to travel abroad as part of their employment responsibilities, their contract requires that you reimburse them for their additional required insurance expenses upon request.

**CENTRAL TRAVEL ACCOUNT (CTA)**

Please contact the Deans Office Finance and Administration (F&A) team at coenvfa@uw.edu BEFORE you book a flight or hotel on the Dean’s Office CTA.

The CTA should be used primarily for booking flights. Lodging may be booked for non-UW travelers, UW students and for groups of 5 or more, and only after you contact the Dean’s Office F&A team and review the guidelines.

**Using the CTA for Airfare**

Airfare must be the lowest logical cost. Please review the UW Travel Office policies for airfare prior to booking. [https://finance.uw.edu/travel/airfare](https://finance.uw.edu/travel/airfare)

**Using the CTA for Lodging**

The CTA can be used to charge lodging for:

- UW Students.
- NON-UW travelers.
- Five or more UW travelers attending a conference/group event in the U.S. or British Columbia, Canada where the UW is reserving and paying for the block of rooms and **prior written approval** has been obtained from Corporate Travel Services (email procard@uw.edu).
- Non-UW travelers who are faculty or staff candidates are limited to per diem.
• Only room and tax should be charged on the CTA. Other hotel charges should be paid by the individual. If the expense is reimbursable, the traveler may submit an Expense Report.
• The department must obtain a folio from the hotel for each room or a statement showing the breakdown of the total charges by room, by night and guest name. This detail should be audited for compliance against applicable regulations and filed with the CTA documentation.
• If unallowable charges are billed to the CTA
  o The team that is responsible will reconcile these charges their 64-XXXX discretionary funds and/or obtaining reimbursement from the traveler and depositing these funds using a reverse expenditure.

ORDERING GOODS & SUPPLIES
Before purchasing items from Amazon.com or other sources, first check UW eProcurement.

Supplier Diversity & Sustainable Purchasing thru UW Procurement Services

UW Procurement Services is committed to Supplier Diversity by maintaining purchasing practices that promote and expand opportunities for diverse suppliers. The use of eProcurement streamlines the order process, encourages the purchase of environmentally friendly products and provides ordering information for OMWBE CERTIFIED DIVERSE SUPPLIERS. In order to further the University’s commitments to diversity and sustainability, individuals are encouraged to:

• Consider whether the item is really necessary.
• Consider used items available from UW Surplus.
• Check out the catalog and suppliers in eProcurement. Please consider using a OMWBE Certified Diverse Supplier. Steps to do this are:
  o Log into Ariba, locate the Common Actions on the left side of the dashboard and select Requisition. This opens up an online catalog and from there look under OMWBE CERTIFIED DIVERSE SUPPLIERS (first choice on the left) to start your selection. There is a how-to guide to purchase from a catalog in eProcurement. The Dean’s Office F&A Team is also available to answer questions.

Dean’s Office staff can request supplies by contacting the Finance and Administration (F&A) Team at coenvfa@uw.edu.

REIMBURSEMENT OF EXPENSES
Reimbursements are for rare occasions when other procurement methods are not an option. Seeking reimbursement for UW purchases of goods made with personal funds should be done only as a last resort.
All individuals seeking or approving reimbursements should be familiar with What is Not Allowed on eReimbursement Guide.

To request a reimbursement, fill out the Reimbursement Request Form and submit receipts to coenvfa@uw.edu. Please adhere to the UW receipt policy: https://finance.uw.edu/ps/resources/receiptpolicy

Forms:
- Reimbursement Request Form

FOOD, MEALS, & CATERING
University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. This guidance is provided to ensure that all food expenses charged to University budgets are allowable and appropriate for the funding source.

Please keep in mind the per person cap on meals. This per person (per diem) limit includes tax, tip, delivery charges etc. For Seattle, the current meal per diem is: Breakfast $19.00; Lunch $23.00; Dinner $34.00.

ITEMIZED RECEIPTS. When purchasing food (this includes catering, box lunches, groceries, restaurant dining, UW Club etc.) please collect itemized receipts. The policy on receipts can be found at: https://finance.uw.edu/ps/resources/receiptpolicy

LIST OF ATTENDEES & BUSINESS PURPOSE. All meetings with purchased food require a list of attendees and stated business purpose along with the itemized receipt. If you used a Procard to purchase the meal, you may add the names of attendees to the comment section when reconciling the Procard.

FOOD FORM. A food form is required if the budget does not allow food. Budgets that allow food will be coded as such, information on food approval codes can be found here. Food forms can be obtained here: https://finance.uw.edu/ps/sites/default/files/forms/buy/food.pdf

Catering events that exceeds $10,000 per vendor must be pre-approved by Purchasing Department before the event. Vendor agreements or contracts must be reviewed and signed by a UW Purchasing buyer prior to the event. Please submit them for review by using the Contract Review form (RV) in Ariba. This only applies if the UW does not already have a pre-negotiated contract approved by Purchasing with the supplier. See the UW Contract Search.
For questions on policies around food purchases please visit the food approval policy website or contact the Finance and Administration (F&A) Team at coenvfa@uw.edu.

**PROCARD PURCHASING**

Please refer to the Dean’s Office ProCard Policy. A link to the policy is [here](#).

**EMPLOYEE RECOGNITION, INCENTIVE AND GIFTS**

When you plan a recognition event, please review the law on recognition gifts and celebrations.

If you are planning to purchase a gift card, please contact your the Finance and Administration team in the Dean’s Office prior to purchasing. Often, gifts must be purchased on a discretionary budget. Gift cards should be held in a secure and locked environment prior to distribution.

Please note that gift cards to employees are subject to federal withholding tax and must be reported to the payroll office.

**USING CONTRACTS**

Using a contract saves time and money because Contracts are the easiest way to buy, provide the best overall value to the University, and can be used at ANY dollar amount unless otherwise noted. Benefits to using Contracts include:

- No sole source requirements.
- No competitive bid requirements
- No dollar limits in most instances
- Pre-negotiated terms and conditions
- Contract sales reps can provide assistance with:
  - Product selection
  - Installation
  - Training
  - Returns

The University has Contracts listed in the UW Contracts Search for many goods and services. Not every contract available to the UW is shown in the Contracts Search, so if you cannot find what you need please contact the appropriate Subject Matter Expert. Click [here](#) for guidance on how to use the UW Contracts Search.

For information on Contracts, visit the Contracts page:

https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts

**PURCHASING FROM A VENDOR**

A current UW Supplier Registration must be on file to do business with the University of Washington. UW Procurement Services has an online supplier registration portal for U.S. domestic vendors/suppliers doing business with the University.

To see if a supplier is registered please contact the Finance & Administration (F&A) team at coenvfa@uw.edu or follow the instructions here: [Supplier Search User Guide](#).
Unregistered Suppliers can register using the Supplier Registration Form.

FINANCIAL DOCUMENTATION
The Dean's Office has established a financial record scanning policy. To submit scanned copies of your receipts, refer the link below for scanning specifications, and email the scans to coenvfa@uw.edu.

Lost or misplaced receipts require a Perjury Statement. Email coenvfa@uw.edu to request a copy of the Perjury Statement.

Please adhere to the UW receipt policy as outlined here: https://finance.uw.edu/ps/resources/receiptpolicy

Scanning Policy: https://finance.uw.edu/recmgt/scanning#Technical

HELPFUL LINKS
- Financial Desktop - System for transactions, reports, and financial queries
- Tutorials - eLearning Tutorials on various topics from Procurement Services
- Request a JV - For information on Journal Vouchers
- Financial Management Newsletter - Current, previous, and archived editions of the Financial Management Newsletter
- eProcurement/eTravel - Ariba system for acquisition of goods/services and travel reimbursements
- PCS Help - Procurement Customer Service, for help contact (206) 543-4500 or pcshelp@uw.edu
- ProCard - Procurement Card information and resources
- CTA Card - Central Travel Account Card information and resources
- C2 Invoices - Creative Communications and Mailing Services Invoices
- UW Tech ISD & CTI - Retrieve ISD and CTI documents.
- Procurement Guide - Recommended method of purchase/payment for goods and services
- Procurement Forms - Frequently used forms for purchase/payment for goods and services
- Purchasing FAQ - General information and resources from Purchasing
- Travel Guide - Informative guide for all things Travel related
- Object Codes - For expenditures for the Financial Accounting System

University of Washington Forms
UW Forms - Searchable index of forms by number, title, department, or keyword
Payables Admin - Forms and information from Payables Administration