



Dean's Office Spending Policies and Procedures

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TRAVEL

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 employee travel of more than 50 miles from duty station must be preapproved by the employee'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 complete the travel authorization form prior to making travel arrangements.

- [Travel Authorization Form](#)

Travel Reimbursement. Travel costs charged to university budgets must be work related and are to be obtained at the most economical price. Employees are expected to use restraint in incurring travel expenses.

The College of the Environment Dean's Office requires all travel reimbursement requests, including receipts and any required supporting documentation, to be turned in within 30 days of completion of travel.

If budget or grant is near the end of its budget period, this time period may be shortened. For information on expenditure timing for Grants and Contracts please go the Post Award Fiscal Compliance site (<https://finance.uw.edu/pafc/expenditure-timing>).

For travel reimbursement, please fill out a Travel Reimbursement Request Form and include required documentation within the required time frame.

- [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 expected 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.

UW Student International Travel. The University's [Student International Travel Policy](#) 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 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 review these guidelines and 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.

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>

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).

Allowable charges on the CTA

- Non-UW travelers who are faculty or staff candidates are limited to per diem lodging rates.

- 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 Dean's Office F&A Team must receive 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.

Unallowable charges

If unallowable charges are billed to the CTA, the team that is responsible will reconcile these charges using their 64-XXXX discretionary funds and/or obtaining reimbursement from the traveler and depositing these funds using a reverse expenditure.

COMPUTER AND IT PURCHASES & REPLACEMENT

Purchase of computers and associated peripherals must be made or coordinated through the College of the Environment Director of Information Technology. Requests for computer and IT purchases should be sent to the Director of Information Technology at envithelp@uw.edu.

UW IT has recommended computer specifications and the Director of Information Technology will purchase your workstation to meet these specifications. Computers purchases will be chosen from models offered by approved UW Suppliers and purchased through [eProcurement](#).

If you wish to purchase a specific workstation set up, please provide a detailed list of what you are requesting, the budget number you wish to purchase from, and the business purpose for your specific needs.

Replacement of Computers

Existing computers may be replaced no earlier than every four years, assuming funding is available, or at the discretion of the IT Director. Replaced computers will be collected by the IT Director and repurposed for loaning out or surplus.

ORDERING GOODS & SUPPLIES

Before purchasing items from [Amazon.com](#) or other external 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:
 - Log into Ariba, locate the Common Actions on the left side of the dashboard and select Requisition. This opens up an online catalog. 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 the [What is Not Allowed on eReimbursement](#) guidance.

The College of the Environment Dean's Office requires all reimbursement requests, including receipts and any required supporting documentation, to be turned in within 30 days of purchase.

If budget or grant is near the end of its budget period, this time period may be shortened. For information on expenditure timing for Grants and Contracts please go the Post Award Fiscal Compliance site. <https://finance.uw.edu/pafc/expenditure-timing>

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

- [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 involving 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 meal per diem for FY22 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 [Washington State legislation on recognition gifts and celebrations](#).

When awarding a gift, the item should be of a personal nature (flowers, pins, clocks etc.) and the cost should not exceed \$200 per individual, this includes recognition events as a group for that individual. If exceeding \$200, the charge must be put on a discretionary budget. Use of the Dean's Office discretionary budget requires prior approval. To obtain pre-approval please contact the Finance and Administration Team at coenvfa@uw.edu.

The purchase of gift cards is strongly discouraged. If you wish to purchase a gift card, please contact the Finance and Administration team in the Dean's Office prior to

purchasing. **Gift cards to employees are subject to federal withholding tax and must be reported to the payroll office.** In most cases gift cards must be purchased using a discretionary budget.

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 University-Wide Scanning Policies 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>

University-Wide Scanning Policies: <https://finance.uw.edu/recmgt/scanning-policies>

HELPFUL LINKS

- [Tutorials](#) – eLearning Tutorials on various topics from Procurement Services
- [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
- [C2 Invoices](#) - Creative Communications and Mailing Services Invoices
- [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