



Travel: Reimbursement Instructions

How to get Reimbursed

After your travel is authorized and you have expenses:

Go to My Travel > Create a Travel Reimbursement Request

[Home » My travel](#)

My travel

[Create a travel authorization request](#)
[Create a travel reimbursement request](#)

Select the TRIP LOCATION from the list of authorized trips.

Trip

- None -

Claiming per diem

▼ **Per Diem**

Calculation method

Amount

Units
 N/A Days Dollars

Click **Per Diem** to expand menu.

Either select **Maximum allowed** or **I will enter an amount**. If entering amount, you can select a dollar amount or number of days to be reimbursed.

Claiming other expenses

Items Show row weights

Category

- None -

- None -

Airfare (full itinerary required showing payment confirmation)

Registration (swag and special events not allowed)

Hotel (itemized folio showing traveler's name and dates required)

Rental car (full folio required - must be sole driver)

Rental car fuel (receipts required)

Mileage - personal car (point-to-point) (Include Google or Mapquest map showing mileage.)

Mileage - personal car (vicinity) (Include mileage log with odometer readings.)

Taxi/shuttle (Receipts required only if over \$75)

Ground public transportation (Bus, light rail, subway. Receipts required only if over \$75.)

Baggage fees (Receipts required only if over \$75 except foreign travel.)

Rail (Full folio itinerary required.)

Parking (Receipts required only if over \$75 except foreign travel.)

Visa fees/immunizations (Receipts required.)

Internet/phone fees (Receipts required only if over \$75 except foreign travel.)

No supplies. Request reimbursement for supplies through petty cash.

Pull down the category menu and click the item.

The documentation required is listed.

Items Show row weights

Category

- None -

No supplies. Request reimbursement for supplies through petty cash.

Amount

\$

Enter dollars and cents (e.g., 43.21)

Remove

Add another item

Enter amount. If foreign currency, either estimate US\$ or note that it is foreign currency under **Additional Information**.

For more expenses, click **add another item**

Additional information

URL path settings
Automatic alias

Revision information
No revision

Authoring information
By
bdivine@u.washington.edu

Publishing options
Published

Generate URL alias
Uncheck this to create a URL alias below

URL alias
Optionally
For example
don't add a

Examples of **Additional information** we may need to process your reimbursement: foreign currency info, lodging limit exceptions, travel delays/changes, personal time, expenses paid for others.

[Save and add another](#) [Save](#) [Preview](#) Click **Save**.

Printing the reimbursement form

[Home](#) » [My travel](#)

My travel

Create a [travel authorization request](#)
Create a [travel reimbursement request](#)

To print the reimbursement form, go to: **My Travel**. Click **Print** from the correct trip.
Sign, attach receipts, and turn in to the KIN 106 front desk.

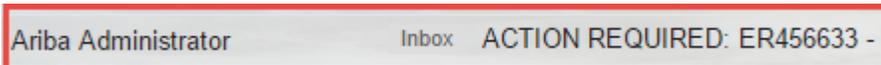
Post date	Travel date	Destination	Advisor	Grad Coord	Chair	Budget manager	Edit	
11/19/2014			Approved	Denied	Denied	Denied	Edit	Print
01/12/2015			Denied	Denied	Denied	Denied	Edit	Print
04/08/2015			Denied	Denied	Denied	Denied	Edit	Print
10/18/2016	10/25/2016 to 10/26/2016	Bellingham	Approved		Approved	Approved	Edit	Print

Tip: It is always a good idea to make copies/save scans of your receipts for your own records.

What now?

We generally have a one-week turnaround on processing reimbursements.

After your reimbursement is processed, you will receive an automated email from Ariba Administrator(ariba_apps@uw.edu) with “ACTION REQUIRED” in the subject line.



Ariba Administrator Inbox ACTION REQUIRED: ER456633 -

Open the “ACTION REQUIRED” email, click the link and approve the Expense Report via the green approve button—doing so correctly generates an additional email. (Sometimes you will need to click the link more than once to get the green approve button to show up.)



Approve Deny Print Print Configuration

If your reimbursement is incorrect, click the Deny button and contact the preparer to correct.

Your reimbursement will be paid via direct deposit or check within a week. (If you are paid via direct deposit, you will be reimbursed the same way.)