

TRAVELER'S POST TRIP WORKSHEET

Please complete and submit this form upon completion of travel. Receipts are required for ALL expenses.

Traveler is responsible for knowing all UW Travel policies found here:

<http://www.tacoma.uw.edu/finance-office/travel-services>.

Expenses are reimbursed after the trip is complete with the exception of conference fees.

Date: _____

Traveler Name: _____

Event: _____ Location (city, state, country): _____

Departure Date & Time: _____ Return Date & Time: _____

Home Address (required in ARIBA reimbursement system): _____

When a PERSONAL TIME IS TAKEN WHILE TRAVELING before or after attending conference/event:

1. It is the traveler's responsibility to supply documented [comparison of airfare](#).
2. Lodging reimbursed for actual conference dates only.
3. Meals per diem are applied only when in [travel status](#).
4. Date and time of personal status started _____ and ended _____

ATTACH RECEIPTS and REQUIRED DOCUMENTS FOR ALL EXPENSES UPON COMPLETION OF TRAVEL:

Pre Travel Authorization Form

Registration Fee \$ _____ (Must include conference program or documentation showing logistics of conference – dates, meals, etc.)

Meals [per diem](#)

Were meals provided by conference? **No** **Yes (indicate below which meals)**

Indicate meal and date:

Breakfast	Lunch	Dinner
_____	_____	_____
_____	_____	_____
_____	_____	_____

While traveling, please do not purchase meals for others unless pre-approved.

Transportation (taxi, shuttle, Uber, etc): \$ _____

Parking: \$ _____

Car Rental: \$ _____

____ Gas for rental car: \$ _____

Mileage (include a hard copy of google maps indicating the to and from addresses)

Total Miles - Round Trip: _____ **or One-Way:** _____

Hotel bill/Lodging (Airbnb) (Receipt must be itemized and in the traveler's name indicating the dates of arrival and departure. Any food charges will be deducted)

Conference Hotel: yes no

If no, please indicate the reason for a different hotel _____