Request for Travel Reimbursement(UW Travelers Only)

Name of Traveler _____   ER _____

Purpose of travel _____

_____

_____

Personal time taken?   ☐ Yes   ☐ No

Description of personal time taken (start date/time; end date/time; location)

_____

_____

Transportation

Airfare (ORIGINAL receipts MUST include dollar amount paid and method of payment)

Electronic tickets can be forwarded to the staff member handling the travel expense report.

Amount: $ _____   Travel class (must be included on the receipt): _____

Bus	_____	*Rail*	_____
Car Rental	_____	*Shuttle*	_____
Ferry	_____	*Taxi*	_____
Gas	_____	*Tolls*	_____
Mileage	_____	*Other Ground*	_____

Lodging

Traveler MUST provide us with the folio receipt, itemizing charges - we only reimburse for room and tax.

Lodging per diem _____

Meals

Meal per diem _____

Registration

Conference registration _____

Miscellaneous

Baggage fee	_____	*Parking*	_____
Banquet meals	_____	*Telephone*	_____
Immunizations	_____	*Laundry*	_____
Internet fees	_____	*Other Miscellaneous fees*	_____

Budget Information

budget #1	_____	$ _____	_____ %
budget #2	_____	$ _____	_____ %
budget #3	_____	$ _____	_____ %

University of Washington
Department of Mathematics
Notification for Collection and Use of Personal Data

You are notified that by continuing through this travel reimbursement process, the University of Washington (UW) is collecting certain data about you. UW Department of Mathematics is collecting data in order to process your travel reimbursement.

UW may also use this data to comply with its legal obligations. Data records will be maintained for at least their minimum required retention according to the applicable UW Records Retention Schedule(s):

- [Financial Records for Grants/Contracts](#)
- [Travel Expense Vouchers](#)

Records will be accessed by those who have a legitimate UW-related business need to access them.

For additional information, to request access to or a copy of your personal data, or to request certain data be removed, you may contact Michael Munz, the Department of Mathematics Administrator, at munzm@uw.edu.

If your data protection related questions or concerns are not addressed after contacting the organization area to which you provided data, you may also contact UW's designated data protection officer, Ann Nagel, Institutional Privacy Official and Associate Vice Provost for Privacy, uwprivacy@uw.edu.