

University of Washington Travel Office

ARIBA eTravel Changes 1/19/2017

All implemented changes are based on concerns regarding compliance with the State travel policy and various Federal Agency requirements, feedback from campus, and data compiled over the last two years.

We will continue to address policy concerns and campus feedback with future ARIBA eTravel enhancements.

Please send all questions and concerns to traveluw@uw.edu

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Mileage Line Item Changes

Type, origin, and destination information will not be required within the line item details. These fields have been removed in anticipation of the upcoming mileage policy changes in March 2017, which will be aligned with the documentation requirements set by the State policy. The pertinent information regarding origin, destination, purpose of trip, date, and mileage verification will need to be on a mileage log or verified with an online source. As a result, we are eliminating the redundant data entry requirement in the mileage line item.

The image below on the left is the *current* state for the mileage line item.

The image below on the right is the *future* state of the mileage line item.

The image displays two side-by-side screenshots of a software interface for adding a mileage line item. Both screenshots show a form with a yellow header bar containing 'Add Item' and 'Item #2 Details' (left) or 'Item #1 Details' (right). The form is titled 'Mileage' and includes the following fields:

- Paid By:** Traveler (dropdown)
- Expense Type:** Mileage
- Amount:** \$0.00 USD
- Description:** * Mileage
- Date:** 01/09/2017
- Miles:** 0
- Type:** Point-to-Point (selected), Vicinity
- Origin:** (text input)
- Destination:** (text input)
- Mileage Information:** [Combining multiple trips?](#) [Mileage](#)
- Reimbursement Rate:** \$0.535 USD
- Override Amount:** (text input) USD
- Account Code:** 041200 (PRIVATE AUTO MILEAGE)
- Accounting:** 013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015

In the left screenshot, the 'Type', 'Origin', and 'Destination' fields are highlighted with a red box. In the right screenshot, these fields are removed, and the 'Accounting' field is expanded to show more details. Both screenshots have a 'Done' button at the bottom right.

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New Claimant Field

In the past, when a traveler has paid for another traveler, we have asked campus to manually add a comment with the name, duty station, and purpose of trip of the person they paid for.

With the Claimant enhancement, we are hoping to streamline the process. We are hoping to limit the number of denials due to a missing comment for a claimant. The current manual process is not reasonable to campus users that work hard to ensure department compliance.

The image below shows the new features for when an expense is paid on the behalf of another.

The screenshot shows a form with the following fields:

- Trip Name:
- Type of Traveler:
- Traveler/Claimant:
- Claiming Expenses On Behalf Of Another? Yes No
- Additional Traveler Information:

For example, if Robert J Lee paid the airfare for Teresa Athan, I would select "Yes" and enter the name, purpose of trip, and duty station of the person Robert J Lee paid for. See the filled out example below.

The screenshot shows the same form as above, but with the 'Additional Traveler Information' field filled out:

- Trip Name:
- Type of Traveler:
- Traveler/Claimant:
- Claiming Expenses On Behalf Of Another? Yes No
- Additional Traveler Information:

Foreign National UW Students

Non-resident alien information will not be required when submitting expense reports for UW Students.

The image below is for the *current* state for “UW Student”. It requires information regarding the UW Student’s visa status.

Summary Approval Flow Policy Violations

Trip Name: UW Student Example, Current State

Type of Traveler: UW Student ▼

****Individuals Only - No vendors**

Traveler/Claimant: Lisbeth Salander

~~US Citizen/Green Card: Yes No~~

~~NRA Info: [NRA Info](#)~~

~~Visa Type/Status: J-1 ▼~~

Personal Time Taken: Yes No

The image below is for the *future* state for “UW Student”. It will not require information regarding the UW Student’s visa status.

Summary Approval Flow Policy Violations

Trip Name: UW Student Example, Future State

Type of Traveler: UW Student ▼

****Individuals Only - No vendors**

Traveler/Claimant: Lisbeth Salander

Claiming Expenses On Behalf Of Another? Yes No

Personal Time Taken: Yes No

Non-Resident Alien Link Renamed

We currently have a link out to our website which lists the required documentation when reimbursing a Non-Resident Alien. Many new employees ask us why we link out to the National Rifle Association. The abbreviation is associated with a specific organization and should not be used in our form to abbreviate Non-Resident Alien.

Trip Name:	Current State
Type of Traveler:	Non-UW
**Individuals Only - No vendors	
Traveler/Claimant: 	Lisbeth Salander
US Citizen/Green Card:	<input type="radio"/> Yes <input checked="" type="radio"/> No
NRA Info:	NRA Info
Visa Type/Status:	J-1

We have renamed the link to “Foreign National Documentation”, which will be clear and provide easy access to the documentation required for the expense report.

Trip Name:	Future State
Type of Traveler:	Non-UW
**Individuals Only - No vendors	
Traveler/Claimant: 	Lisbeth Salander
US Citizen/Green Card:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foreign National Documentation:	Foreign National Documentation
Visa Type/Status:	J-1

Foreign National Attestation Change

Whenever “No” is selected for the question asking “US Citizen/Green Card?”, additional language will be populated in the attestation regarding consent for campus to access the electronic I-94.

<p>Total Amount Due: \$267.50 USD</p> <p>By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.</p> <p>I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.</p> <p>_____</p> <p>Traveler Signature</p>	<p>ER364544</p>
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Required Wire Fee Information

Added new required details for wire payments, based on campus usage and feedback.

Wire Fee: Charge To Budget

For this option, a \$100 expense report will total \$115 in total expenses. \$100 travel reimbursement and a \$15 wire fee.

Reduce Expense Report Amount By Fee

For this option, a \$100 expense report will total \$100 in total expenses. \$85 travel reimbursement and a \$15 wire fee. The reduction is not automatic, and is manually done by the A/P Wire Desk.

This option populates special text in the signature box.

Already Taken From Expense Report

For this option, an \$85 expense report will total \$100 in total expenses. \$85 travel reimbursement and a \$15 wire fee.

Wire Fee Budget: Free form text field, enter the budget(s) Accounts Payable can charge the wire fee. All three options from the "Wire Fee" will require a budget to be charged.

All examples for the Wire Fee options above assume that the wire transfer is not rejected by the recipient's bank, and there are no further wire fees or rejection fees.

The image below is small and detailed, it is only included to highlight where the new fields are. Larger images are on the next three pages.

The image shows a screenshot of a travel expense report form. The form is divided into several sections. On the left, there are fields for 'Trip Name' (Wire Example), 'Type of Traveler' (Non-UW), 'Traveler/Claimant' (Lisbeth Salander), 'US Citizen/Green Card' (Yes/No), 'Foreign National Documentation' (Foreign National Documentation), 'Visa Type/Status' (Not entering/leaving U.S.), 'Claiming Expenses On Behalf Of Another?' (Yes/No), 'Personal Time Taken' (Yes/No), 'Personal Time Info' (Personal Time), 'Purpose of Trip' (To meet with research collaborator Mikael Blomkvist), 'Business Location' (Malmö, Sweden), 'Business Dates' (12.24.16 > 1.2.17), and 'What receipts are required?' (http://fz.washington.edu/fm/travel/receipts). On the right, there are fields for 'Company Expenses' (\$267.50 USD), 'Personal Expenses' (\$0.00 USD), 'Reimbursement Amount' (\$267.50 USD), 'Home Address (city/state)' (Stockholm, SE), 'Duty Station (city/state)' (Stockholm, SE), 'Address Type' (Domestic/Foreign/UWBox/Wire), 'Employee Number' (047000701), and 'Wire Info' (Charge To Budget, Reduce Expense Report Amount By Fee, Already Taken From Expense Report). The 'Wire Fee' and 'Wire Fee Budget' fields are highlighted with a red box.

University of Washington Travel Office

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Charge To Budget” will make to the printable expense report.

Wire Fee: Charge To Budget
 Reduce Expense Report Amount By Fee
 Already Taken From Expense Report

Wire Fee Budget:

Total Amount Due: \$267.50 USD

By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.

I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.

_____ ER364544
Traveler Signature

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Charge To Budget
Wire Fee Budget	01-3761

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Reduce Expense Report Amount By Fee” will make to the printable expense report.

Wire Fee: Charge To Budget
 Reduce Expense Report Amount By Fee
 Already Taken From Expense Report

Wire Fee Budget:

Total Amount Due: \$267.50 USD

By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.

I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.

I authorize the University of Washington to deduct the wire transfer fee from my travel reimbursement. I understand that there may be additional fees charged by my own bank.

_____ ER364544

Traveler Signature

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Reduce Expense Report Amount By Fee
Wire Fee Budget	01-3761

Required Wire Fee Information

The image below shows what changes the Wire Fee option “Already Taken From Expense Report” will make to the printable expense report.

Wire Fee:	<input type="radio"/> Charge To Budget <input type="radio"/> Reduce Expense Report Amount By Fee <input checked="" type="radio"/> Already Taken From Expense Report
Wire Fee Budget:	01-3761

Total Amount Due: \$267.50 USD

By signing this document, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses.

I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.

Traveler Signature

ER364544

Bank Name	
Bank Swift code or routing number (if US)	
Account Number	
Account Name	
Intermediary Bank (if there is one)	
IBAN if available	
Bank branch if available	
Beneficiary Address	
Wire Fee	Already Taken From Expense Report
Wire Fee Budget	01-3761

Gas Line Item Change

Added new mandatory question, "Used for personal vehicle?"

The Washington State policy only allows the reimbursement of mileage for personal vehicle expenses. Due to this requirement, any agreement with travelers to reimburse gas instead of mileage, must be done on a mileage line item. Provide the required mileage verification, and over-ride the amount down to the gas expense. If the gas expense is greater than the mileage allowance, the overage amount is not reimbursable.

The example on the right shows a Gas Line Item that will be allowed through ARIBA, as the preparer has answered "No" to the new question.

Preparer should answer "No" if the gas expense is related to a car rental, UCar, or Fleet Services.

The example on the right shows a Gas Line Item that will **NOT** be allowed through ARIBA, as the preparer has answered "Yes" to the new question. The reason for the hard stop and guidance will pop-up near the top.

"Gas for personal vehicles must be processed as mileage, with mileage documentation, and written down to the gas amount."

This screenshot shows the 'Item #6 Details' form for a Gas Line Item. The form includes fields for Date (01/06/2017), Paid By (Traveler), Expense Type (Gas), Amount (\$0.00 USD), and Description (Gas). A new mandatory question, 'Used for personal vehicle?', is highlighted with a red box, and the 'No' radio button is selected. The Account Code is 041600 (OTHER TRAVEL EXPENSES). The 'Done' button is visible at the bottom right.

This screenshot shows the 'Item #6 Details' form for a Gas Line Item. The form includes fields for Date (01/06/2017), Paid By (Traveler), Expense Type (Gas), Amount (\$0.00 USD), and Description (Gas). A new mandatory question, 'Used for personal vehicle?', is highlighted with a red box, and the 'Yes' radio button is selected. The Account Code is 041600 (OTHER TRAVEL EXPENSES). The 'Done' button is visible at the bottom right.

This screenshot shows the 'Item #6 Details' form for a Gas Line Item. The form includes fields for Date (01/06/2017), Paid By (Traveler), Expense Type (Gas), Amount (\$0.00 USD), and Description (Gas). A new mandatory question, 'Used for personal vehicle?', is highlighted with a red box, and the 'Yes' radio button is selected. The Account Code is 041600 (OTHER TRAVEL EXPENSES). An error message pop-up is displayed near the top, stating: "Gas for personal vehicles must be processed as mileage, with mileage documentation, and written down to the gas amount." The 'Done' button is visible at the bottom right.

Airfare Change Fee Interface

New dropdown options are available when a value is entered in the "Change Fee" field.

The five options are identical to the allowable choices in the [UW travel policy](#).

1. UW Business, requires justification
2. Cancelled conference/meeting/event
3. Airline cancelled flight
4. Death of a family member
5. Traveler's own illness

UW Business is the only choice that requires additional written justification. If traveler's reasoning does not fit any of the five options, the change/cancellation fees are not reimbursable. Please see images below.

This screenshot shows the 'Item #1 Details' form for an Airfare expense. The 'Change Fee' is set to \$200.00 USD. The 'Change Fee Reason' dropdown is currently set to 'No Choice'. A red box highlights the 'Change Fee' and 'Change Fee Reason' fields, with a yellow arrow pointing from the 'Change Fee' field to the 'Change Fee Reason' dropdown.

Image below shows the required justification for "UW Business".

The image below shows the new menu.

This screenshot shows the 'Change Fee Reason' dropdown menu expanded. The options are: 'No Choice', 'UW Business', 'Cancelled conference/meeting/event', 'Airline cancelled flight', and 'Traveler's own illness'. A red box highlights the dropdown menu, and a yellow arrow points to the 'UW Business' option.

This screenshot shows the 'Change Fee Reason' dropdown menu set to 'UW Business'. A new 'Change Fee Justification' text area has appeared below the dropdown, highlighted with a red box and a yellow arrow. The 'Change Fee' remains at \$200.00 USD.

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Per Diem Advance

Changes have been made to the Per Diem Advance line item to correct the due date. In 2016, the per diem advance policy was aligned with the State policy of having a 60-day reconciliation deadline.

The images below show the updated accounting due dates for the per diem advance request lodging and per diem advance meals line items.

The image displays two side-by-side screenshots of a travel system interface. The left screenshot is titled 'Item #1 Details' and shows 'Per Diem Advance Request - Lodging'. The right screenshot is titled 'Item #2 Details' and shows 'Per Diem Advance Request - Meals'. Both screenshots have a red box around the 'Accounting Due Date' field, which is set to 'Fri, 31 Mar, 2017'. The 'Lodging' screenshot shows a date of 01/06/2017, an amount of \$350.00 USD, and a maximum allowed amount of \$175.00 USD. The 'Meals' screenshot shows a date of 01/06/2017, an amount of \$128.00 USD, and a total allowed amount of \$128.00 USD. Both screenshots include fields for location (CALIFORNIA), check-in/out dates (Sun, 29 Jan, 2017 and Tue, 31 Jan, 2017), and account codes (045000 (ADVANCES)).

Field	Item #1 Details (Lodging)	Item #2 Details (Meals)
Date:	01/06/2017	01/06/2017
Expense Type:	Per Diem Advance Request - Lodging	Per Diem Advance Request - Meals
Amount:	\$350.00 USD	\$128.00 USD
Description:	* Per Diem Advance Request - Lodging	* Per Diem Advance Request - Meals
Travel Destination:	<input type="radio"/> In-State <input checked="" type="radio"/> Out-of-State <input type="radio"/> Foreign/HI/AK	Out-of-State
Location:	CALIFORNIA [select]	* CALIFORNIA (Sat, 1 Oct, 2016)
County Info:	County Info	County Info
Check-in Date:	Sun, 29 Jan, 2017	* Sun, 29 Jan, 2017
Check-out Date:	Tue, 31 Jan, 2017	* Tue, 31 Jan, 2017
Number of Nights:	2	
Max Allowed:	\$175.00 USD	
Override Amount:	<input type="text"/> USD	<input type="text"/> USD
Accounting Due Date:	Fri, 31 Mar, 2017	Fri, 31 Mar, 2017
Account Code:	045000 (ADVANCES)	045000 (ADVANCES)
Accounting:	013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015	013761 (TRAVEL) Bien:2015 2080302042 (TRAVEL) Bien:2015

Per Diem Advance

We also changed the Traveler's attestation when an employee approves a per diem advance request. It will only be viewable as the traveler.

Warning

This request has generated warnings; review the warnings.

 **Alert: I certify that I have read and agree to comply with the Per Diem Advance procedures on the Travel Office website. I understand that any unauthorized expenditure of funds advanced to me may be considered misappropriation of public funds. If the final accounting for the Per Diem Advance is not received 60 days after the trip, I understand that the State of Washington is authorized to deduct any and all funds outstanding through Payroll deduction. <http://www.ofm.wa.gov/policy/10.80.htm>**

OK

Cancel

Lodging Exception Renamed

Lowest Cost Overall will be renamed to Comparative Advantage. The original name was an attractive option based on word association, and we hope to reduce the amount of denials due to confusion about how the policy is applied. Additional website documentation will follow in the near future with examples of what is acceptable based on the State policy.

Justify Violation

 **Policy Violation:** Lodging Per Diem Policy, daily rate exceeds maximum allowed

Justification:

- Comparative Advantage ▼
- ADA or Safety/Health
- Comparative Advantage**
- Conference Hotel
- Non-UW Traveler
- Special Event or Disaster
- Suite Required

Car Rental Line Item Changes

Car types have been added to help differentiate SUVs, vans, and trucks.

Add Item | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

Description: * Car Rental

Traveler is sole driver: Yes No

Car Rental Information: Car Rental

Pick Up: *

Drop Off: *

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Compact**

Account Code: (ENTAL)

Accounting: **Edit**

Done

Add Item | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

Description: * Car Rental

Traveler is sole driver: Yes No

Car Rental Information: Car Rental

Pick Up: *

Drop Off: *

Car Rental Fee: USD

Agency Fee: USD

Car Type: **SUV**

Justification:

Account Code: 041300 (CAR RENTAL)

Accounting: **Edit**

Done

Add Item | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

Description: * Car Rental

Traveler is sole driver: Yes No

Car Rental Information: Car Rental

Pick Up: *

Drop Off: *

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Compact**

Account Code: (ENTAL)

Accounting: **Edit**

Done

Add Item | **Item #1 Details**

Car Rental

Paid By: Traveler

Expense Type: Car Rental

Amount: \$0.00 USD

Description: * Car Rental

Traveler is sole driver: Yes No

Car Rental Information: Car Rental

Pick Up: *

Drop Off: *

Car Rental Fee: USD

Agency Fee: USD

Car Type: **Van/Truck**

Justification:

Account Code: 041300 (CAR RENTAL)

Accounting: **Edit**

Done

Line Items Added

Abstract Fee, object code 04-16-00, use for abstract fees related to travel.

The screenshot shows a web form for adding a line item. At the top, there are two tabs: 'Add Item' and 'Item #6 Details'. Below the tabs is a dropdown menu with 'Abstract Fee' selected. To the right of the dropdown are two icons: a speech bubble and a plus sign. The form fields are as follows: 'Date' is '01/06/2017' with a calendar icon; 'Paid By' is 'Traveler' with a dropdown arrow; 'Expense Type' is 'Abstract Fee'; 'Amount' is '\$0.00' with a 'USD' dropdown and a link for 'Currency exchanges rates'; 'Description' is '* Abstract Fee'; 'Account Code' is '041600 (OTHER TRAVEL EXPENSES)'; and 'Accounting' is 'Edit'. A 'Done' button is at the bottom right.

Mailing/Shipping, object code 04-16-00, use for mailing/shipping costs related to travel.

The screenshot shows a web form for adding a line item. At the top, there are two tabs: 'Add Item' and 'Item #6 Details'. Below the tabs is a dropdown menu with 'Mailing/Shipping' selected. To the right of the dropdown are two icons: a speech bubble and a plus sign. The form fields are as follows: 'Date' is '01/06/2017' with a calendar icon; 'Paid By' is 'Traveler' with a dropdown arrow; 'Expense Type' is 'Mailing/Shipping'; 'Amount' is '\$0.00' with a 'USD' dropdown and a link for 'Currency exchanges rates'; 'Description' is '* Mailing/Shipping'; 'Account Code' is '041600 (OTHER TRAVEL EXPENSES)'; and 'Accounting' is 'Edit'. A 'Done' button is at the bottom right.

Non-Incidental Supplies, object code 04-16-00, use for all non-incidentals supplies required for travel. We are specifying non-incidentals, as incidentals costs are reimbursed within the federal meals and incidentals expenses rate.

The screenshot shows a web form for adding a line item. At the top, there are two tabs: 'Add Item' and 'Item #6 Details'. Below the tabs is a dropdown menu with 'Non-Incidental Supplies' selected. To the right of the dropdown are two icons: a speech bubble and a plus sign. The form fields are as follows: 'Date' is '01/06/2017' with a calendar icon; 'Paid By' is 'Traveler' with a dropdown arrow; 'Expense Type' is 'Non-Incidental Supplies'; 'Amount' is '\$0.00' with a 'USD' dropdown and a link for 'Currency exchanges rates'; 'Description' is '* Non-Incidental Supplies'; 'Account Code' is '041600 (OTHER TRAVEL EXPENSES)'; and 'Accounting' is 'Edit'. A 'Done' button is at the bottom right.

Line Items Added

Printing, object code 04-16-00, use for printing expenses related to travel.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: Printing
- Amount: \$0.00 USD
- Description: * Printing
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

Wi-Fi, object code 04-16-00, can be interchangeable with internet fees.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: Wi-Fi
- Amount: \$0.00 USD
- Description: * Wi-Fi
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

64x, object code 04-16-00, use for travel expense reimbursed on a 64x budget.

The screenshot shows the 'Add Item' form with the following details:

- Expense Type: 64x
- Amount: \$0.00 USD
- Description: * 64x
- Account Code: 041600 (OTHER TRAVEL EXPENSES)
- Accounting: Edit

The 'Item Details' page lists the following categories for expense items:

- 1. Per Diem Advance**
[Per Diem Advance Received](#), [Per Diem Advance Request - Lodging](#), [Per Diem Advance Request - Meals](#)
- 2. Transportation**
[Airfare](#), [Car Rental](#), [Car Service](#), [Ferry](#), [Gas](#), [Mileage](#), [Public Transportation](#), [Rail](#), [Seat Fee](#), [Shuttle](#), [Tolls](#)
- 3. Lodging**
[Lodging Per Diem](#)
- 4. Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**
[Registration](#)
- 6. Miscellaneous**
[64x](#), [Abstract Fee](#), [Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Mailing/Shipping](#), [Membership](#), [Non-Incidental Supplies](#), [Parking](#), [Printing](#), [Telephone](#), [Visa/Passport Fees](#), [Wi-Fi](#)

Line Items Removed

Other Ground

Other Misc