

# NON-EMPLOYEE TRAVEL CLAIM FORM

This form is for UW students (who are not UW employees), Faculty/Staff Candidate or Guest/Visitor for claiming a nontaxable travel reimbursement including foreign nationals. All travel expenses listed below must be incurred on behalf of UW business purposes. By completing this form, the traveler/department verifies that no expenses listed below were already reimbursed by UW or paid by a outside entity. The traveler/department will provide proper documentation, such as receipts and department approvals, for expenses listed below. Complete form below for items you're seeking reimbursement with full dollar amount. Without completion of this form, the traveler will receive a 1099-NEC (Non-employee compensation) form

Please be sure to attach all required receipts to the expense report/miscellaneous payment.  
Fill out Traveler Information and Trip Information sections completely.

Traveler Information												
Traveler: Guest or Visitor, Faculty/Staff Candidate, and UW Student	Name _____						Date Submitted _____					
	Home (City/State) _____						Phone Number _____ (Dept. Specific)					
	<b>UW Student</b>				<b>Faculty/Staff Candidate</b>				<b>Guest/Visitor</b>			
	<b>Universal Payee Requirement:</b> Was the traveler/payee provided the <a href="#">UW Privacy Notice</a> ? Yes, the UW Privacy Notice has been provided											
	Are you a <b>US Citizen</b> or a <b>Green Card holder</b> ? <b>Yes</b> <b>No</b>  If you answered " <b>No</b> ", please select either " <b>not entering/leaving US</b> " or your <b>Visa Type/Status</b> : If you did enter <b>Visa Type/Status</b> , provide upload Foreign National documentation to the <a href="#">Procurement DocuSign</a> .                      -											
Trip Information												
Event, Conference or Meeting	Name _____						Travel Start Date and Time _____					
	Location _____						Travel End Date and Time _____					
Personal Time	No	Yes	Location		Start Date/Time		End Date/Time					
			Location		Start Date/Time		End Date/Time					
<b>~ ENTER ONLY EXPENSES REQUESTED FOR <u>PERSONAL</u> REIMBURSEMENT ~</b>												<b>AMOUNT</b>
Professional Fees	Registration                      Membership                      Abstract Fee											
Airfare	<b>Itinerary/Receipts attached</b> <b>Comparison Airfare attached (required if personal time is included)</b>											
Baggage Fees	Date:		Cost:		Date:		Cost:					
Ground Transportation  (car rental, tolls, gas, parking, taxi, bus,...)	Date		Type		Cost		Receipt and Map attached?		UW Business Purpose			
Privately Owned Vehicle Mileage	Total Miles Driven:			Map(s) attached (required):			Mileage Rate 2026:		0.725			
Lodging	<b>Prepaid hotel receipt or checkout folio attached (required)</b>  <b>Per Diem rate exceeded</b> See: <a href="#">GSA Per Diem Rates</a> and <a href="#">UWTravel Lodging Exceptions</a> <b>Prior approval is required for exceeding rates, and one of the following exceptions below <u>must</u> apply:</b>  <div style="display: flex; justify-content: space-around;"> <span>Conference hotel</span> <span>Lower cost overall</span> <span>Suite required</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Non-UW Traveler</span> <span>Special event/disaster</span> <span>ADA or safety/health</span> </div>											
Meals	Were any meals provided by others?    Yes                      No                      See: <a href="#">UWTravel Meals (Per Diem)</a> List Meals: <span style="border: 1px solid black; display: inline-block; width: 400px; height: 1.2em; vertical-align: middle;"></span>  <b>Meals cannot be claimed for reimbursement if:</b> (a) provided by the conference; (b) included within lodging price (i.e. BnB); or (c) paid by other attendees. Meals Paid for Others are to be listed in the "Other Miscellaneous" Section.											
	Date:											
	Breakfast											
	Lunch											
	Dinner											
Other Miscellaneous (descriptions and costs)												
<b>Departments may establish stricter policies due to funding and compliance concerns.</b>												
Total:												