

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 _____ Home (City/State) _____					Date Submitted _____ Phone Number _____ (Dept. Specific) _____				
	UW Student	Faculty/Staff Candidate	Guest/Visitor							
Universal Payee Requirement: Was the traveler/payee provided the UW Privacy Notice ? Yes, the UW Privacy Notice has been provided										
Are you a US Citizen or a Green Card holder? Yes No If you answered "No", please select either "not entering/leaving US" or your Visa Type/Status : If you did enter Visa Type/Status , provide upload Foreign National documentation to the Procurement Docusign .										
Trip Information										
Event, Conference or Meeting	Name _____ Location _____					Travel Start Date and Time _____ Travel End Date and Time _____				
	Personal Time	No	Yes	Location	Start Date/Time	End Date/Time	Location	Start Date/Time	End Date/Time	
~ ENTER ONLY EXPENSES REQUESTED FOR PERSONAL REIMBURSEMENT ~									AMOUNT	
Professional Fees	Registration Membership Abstract Fee									
	Airfare <i>Itinerary/Receipts attached Comparison Airfare attached (required if personal time is included)</i>									
Baggage Fees Ground Transportation (car rental, tolls, gas, parking, taxi, bus,...)	Date:	Cost:	Date:	Cost:						
	Cost:	Cost:								
	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 <i>Prepaid hotel receipt or checkout folio attached (required)</i>									
Meals	Per Diem rate exceeded See: GSA Per Diem Rates and UWTravel Lodging Exceptions <i>Prior approval is required for exceeding rates, and one of the following exceptions below must apply:</i>									
	Conference hotel Lower cost overall Suite required				Non-UW Traveler Special event/disaster ADA or safety/health					
	Were any meals provided by others? Yes No See: UWTravel Meals (Per Diem) List Meals: _____									
	Meals cannot be claimed for reimbursement if: (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)	<i>Departments may establish stricter policies due to funding and compliance concerns.</i>									
	Total: _____									