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From: Kele McGarey
Sent: Thursday, August 9, 2018 3:13 PM
To: 'infolist@u.washington.edu'
Subject: Important! - change in receipt policy effective immediately

Hi Travel Experts!

In an effort to align policy with process partners, there have been some changes in our receipt policy effective immediately **(08/09/2018)**.

Clarification has been added regarding the **\$75.00** receipt rule:

- Receipts are required for all individual expenses over **\$75.00**.
 - The \$75.00 is a waiver approved by The WA State Office of Financial Management - [source document](#)
 - Waiver is issued on a biennium basis
 - Utilizing the waiver **requires** departments to incorporate it into their internal policies
 - *An itemized list of what was purchased, pricing information and business purpose must still be kept on file as supporting documentation*

<http://finance.uw.edu/travel/receipts>

From the list of expenses requiring receipt regardless of cost, **meals paid for others** and **banquet meal** have been removed:

- The following expenses require receipt **regardless of cost**:
 - airfare (itemized itinerary with proof of payment)
 - any fees related to change/cancellation of travel plans
 - car rental (final rental agreement)
 - rail/train (itemized itinerary with proof of payment)
 - laundry
 - ~~banquet meal~~
 - immunization (itemized receipt & administrator/CDC approval)
 - ~~meals paid for others~~

<http://finance.uw.edu/travel/receipts>

If the \$75.00 waiver is **not** adopted by the department, itemized receipts will be required for meals paid for others as usual. If the \$75 waiver is **applied**, keep in mind when documenting the expense with what was purchased, pricing information and business purpose that it is also acknowledged that **no alcohol** is included in the reimbursement total

and be sure to provide supporting documentation that the reimbursement is within the allowable per diem for all participants.

The meals paid for others page has also been updated with this information: <http://finance.uw.edu/travel/meals#others>

Thanks!
Travel Office

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