

See the below **checklist** based on the [UNOLS Travel Reimbursement and Guidelines](#) to help you track what gets reimbursed and how to get reimbursed:

UNOLS Travel Reimbursement Checklist



Eligible Expenses

Expense Type	Reimbursable?	Receipt Required?	Notes
Airfare	 Yes	 Yes	Most economical unrestricted fare; must comply with Fly America Act; refundable tickets preferred
Lodging	 Yes	 Yes	Must not exceed federal per diem rate unless authorized
Rental Car	 Yes	 Yes	Standard class only; upgrades (SUV, luxury, EV, etc.) not reimbursed
Rail Travel	 Yes	 Yes	Except for in-city rail/subway
Ground Transportation (Taxi, Uber, Lyft)	 Yes	 Yes	Standard class only; any amount requires receipt
Meals	 Yes	 No	Per diem rates apply; no reimbursement if meals were provided
Miscellaneous Expenses ≥ \ \$75	 Yes	 Yes	Includes baggage fees, parking, tolls, internet, etc.
Miscellaneous Expenses < \ \$75	 Yes	 No	Must still comply with UW regulations
Baggage Fees	 Yes	 Yes	Only one bag per flight; no overweight or extra legroom fees
Package Deals	 No (usually)	—	Only reimbursed if itemized by vendor; traveler estimates not accepted
Travel via Points/Miles	 No	—	Not reimbursable



Before Your Trip

-  Read the full [UNOLS Travel Guidelines](#)

- ☒ Book refundable coach airfare.
 - ☒ Save receipts and itineraries showing payment and class of service.
 - ☒ Avoid using points/miles or package deals unless itemized.
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After Your Trip

1. **Complete the Non-Employee Travel Claim Form**
[Form Link\[2\]](#)
 2. **If personal travel is included:**
 - Check the “Personal Travel” box.
 - Provide a comparison airfare quote for official travel dates.
 3. **Fill out the Misc Payments Google Form:**
 - Upload the completed claim form and all applicable receipts.
 4. **Submit the form:**
 - UW Payables will mail a reimbursement check to your home address.
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Important Notes

- All claims must be submitted **within 60 days** of travel.
 - Receipts must be **scanned and uploaded**.
 - Avoid using Venmo or similar apps unless you can provide **bank statement proof**.
 - Airline change fees are only reimbursed with written approval from **Doug Russell or Alice Doyle**.
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