

# Department Policies for Travel Planning

## Before planning your travel

- **All travel regardless of funding source requires department chair approval before any arrangements are made.**
- Review [UW travel policy](#) on the UW Travel website including:
  - [Fly America Act](#), if international and federally funded
  - [Per Diem requirements](#) for meals, incidentals, and lodging
- AA3-assisted travel requests require at least 6 weeks advance notice.

## How can I book my own travel?

- After reviewing UW Travel policies, book airfare, train, or ferry/bus ticket through your preferred payment method and keep all receipts.
- Book your own lodging and request a **final folio** after your stay.
- **Immediately after your trip**, submit reimbursement requests through the [AST travel reimbursement webpage](#).
  - a. You can add the [department email] as a watcher for additional assistance by an administrative assistant when submitting reimbursement requests.
- If you have questions around receipts or allowable travel types, contact [travel@uw.edu](mailto:travel@uw.edu).

## Can the department book travel for me?

- Yes, please email the department with the department chair cc'd, with your travel request. You must include:
  - a. Date(s) of travel (departure date/arrival date)
  - b. Purpose of the travel
  - c. Destination City, State, Country
  - d. The funding source(s)/worktags that will support travel expenses
- The department will review your request and coordinate bookings.

## How do I book travel & lodging for a guest?

- Complete the [visitor request form](#)
  - Department chair will provide approval and appropriate worktags with the [department email] cc'd.
  - If there are multiple departments co-hosting a visit, the faculty lead is responsible for acquiring approvals from co-departments.

- Following chair approval, the faculty lead invites guests to visit (confirming dates/times of visit).
  - The [department email] should be cc'd in this invitation and the guest should be notified that the AA3 can help coordinate travel and lodging arrangements.
- **A minimum of 6 weeks is required for all lodging requests to allow for back and forth between the guest and department. If you have questions, please contact the department email.**

## Frequently asked questions:

- **If I would like to book travel using a grant, what should I do?**
  - Review the specific grant rules before following the steps above.
- **What is a per diem and how do I apply it to my travel?**
  - Review the [Per Diem page](#) on the UW Travel website.
- **What car services are available to me or a guest?**
  - Review the [Ground Transportation page](#) on the UW Travel website.
- **Can I use personal time while traveling?**
  - Review the [Personal Time page](#) on the UW Travel website.