


ESE Guide: Travel Spend Authorization & Reimbursement Request Form

This is an ESE guide to filling out the [UW Connect Finance Travel Spend Authorization & Reimbursement Request form](#) so our team can enter travel reimbursements on your behalf. It includes guidance on commonly asked fields and ESE-specific tips. View the various topics via the Bookmarks panel (open with this  button).

Instructions will be in these speech bubbles.


Requester's Information

Who is this request for?

Myself Someone else

If you are the person being reimbursed, select "Myself". If not, select "Someone else" and enter their UW NetID.

* UW NetID

Enter the UW NetID of the individual for whom you are submitting. 
For UW NetID lookup, most users can be found by searching in the [UW Directory](#).
Note: **UWNetID@uw.edu** is Email address shown on UW Directory results.

nevin11

Contact Number

Shared Environment

College of Engineering Shared Environment

Verify this says "College of Engineering Shared Environment."

Would you like this support request routed to a different shared environment other than the default one above?

Yes
 No

Click "No," unless "College of Engineering Shared Environment" is not shown above.

Email

nevin11@uw.edu

* What is the employee status?

-- None -- 

* What is your associated department or unit?

Travel Details

*What is this request for?

Travel Spend Authorization

Travel Reimbursement

*Was a Spend Authorization submitted and approved for this travel?

No ▼

*Travel Location

Include City and State, e.g., Seattle, WA | Portland, OR | Austin, TX, etc. ✕

Spend Authorizations are not required by the COE and are not the same as pre-approval for travel, which is required.

Unless you know a Spend Authorization was submitted in Workday, answer "No."


Enter the City and the State (or Country).

For multiple locations, add dates for each location.

Travel Date & Time Information

For multiple Start/End Dates and Times, add the detail to the Additional Comments ✕ field at the bottom of the form.


*Travel Start Date

10-27-2025 

*Travel Start Time

14:30

*Travel End Date

11-03-2025 

*Travel End Time

10:00

*Business Purpose

Clearly explain why you were traveling. How does it benefit the UW?

- If using a grant, also add a "Benefit to Grant" statement explaining how it specifically benefits the grant.

Example: "Attending Event X to present research outcomes for Grant Z."

*** Did you take any personal days or trips while traveling for business?**

*** Personal Travel Information** ⓘ

Please indicate dates, times and locations for your personal travel. ✕

For multiple periods or locations of personal time, list the dates and locations for each.



**ESE Tips:
Comparison Airfares**

If personal time or personal preference affects your airfare, please attach a comparison airfare. The UW will reimburse the lower cost between the comparison and the actual flights.

Comparisons must include the following:

- Origin and Destination
- Flight dates
- Flight class
- Total amount

Best practice is to provide a comparison created at the time of booking. If that was not done, you can create a future comparison using these parameters:

- Same days of week for UW business only
- Same destination for UW business only
- Similar booking time (as far in advance as the actual ticket was booked)
- If the comparison is in a high-travel period (e.g. a heavy travel holiday), the booking time can be adjusted accordingly

The ESE team can also create a future comparison for you if needed.

Estimated Travel Detail

Check all that apply

Conference/Meeting

Enter the Total Dollar Amount for each field where applicable

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25)

Banquet Meal

25.00

Participation Fee

10.00

Registration/Conference Fees

50.00

Air Travel

Enter the Total Dollar Amount for each field where applicable

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25)

Airfare

800.00

Baggage Fees

- Banquet meals are event sponsored meals that are charged separately and are considered "provided meals" in Meal per Diem.

- You must be in Travel Status to qualify for banquet meals. See [UW Travel Services](#) for more information.

Participation Fee can be used for abstract submissions or workshop fees.



ESE Tips: Airfare/Rail Upgrades

The UW typically reimburses standard economy class. Upgrades and seat fees require further approvals including a business justification. The approval will depend on the type of upgrade and the funding source being used.

Please review the [COE Travel Authorization memo](#) for more information.

Ground Transportation

Enter the Total Dollar Amount for each field where applicable

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25)

See [UW Travel Services](#) for mileage rates. If unsure of amount, enter 1.00 and add a note to the Additional Comments box.

Car Rental

Gas

For rental vehicles.

Mileage

Parking

Valet parking only allowed if self-park is not available.

Ride Share

Tolls

Train/Rail

Ferry Travel

***Total Ferry Travel Amount**

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25) ✕



ESE Tips: Rental Cars

Final rental agreements are required and include:

- Name of driver/additional drivers
- Car class charged
- Pick-up/Drop-off information
- Itemized charges and insurances
- Proof of payment



ESE Tips: Ride Share

- Receipts are required for all ride shares.
- Provide each ride share's trip purpose (e.g. "4/12 \$22 Hotel to Airport") in the Additional Comments box or as attachments.
- All upgrades/optional fees require administrator approval and business justification.



ESE Tips: Mileage

- For privately owned vehicles.
- Provide each trip's purpose, start/stop locations (if no map is attached), and note if any legs are roundtrip in the Additional Comments box.



ESE Tips: Public Transport

Bus, commuter/light rail, subway, or similar expenses can be added in the "Other Travel Details" section below using Expense Item "Other". Please note the type of transportation and the trip purpose in the memo (e.g. Light rail home to airport on 4/18).

Meals Per Diem

***Was any food provided for you?**

Yes

See ESE Tips: Provided Meals below for what is and isn't considered a provided meal.

Indicate Dates and Meals ⓘ

E.g., 7/16/2023 Breakfast, Lunch, and Dinner ✕

BLD 10/28~10/31

Total Meals per Diem Amount ⓘ

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25) ✕

1.00

If unsure, enter 1.00 and add a note to the Additional Comments box.

Lodging Per Diem

Total Lodging per Diem Amount ⓘ

Enter amount in dollar and cent format without "\$" and ",". (Example: 1550.25) ✕

845.00

If only requesting partial per diem, enter the amount here and note it in the Additional Comments box.



**ESE Tips:
Lodging**

If your **lodging is over per diem**, an exception justification and documentation is required. The most common one is:

- Lodging was the UW business venue, within 5 miles of the venue, or recommended by the organizers. Please attach official venue information.
- For a list of other exceptions, please see [UW Travel Services](#).

If your **lodging was shared with others** on UW business, only the person who paid can be reimbursed. Please provide the following for each person in the Additional Comments box:

- Name
- Purpose of their trip
- Home and work location



**ESE Tips:
Provided Meals**

What's considered provided?

- Meals included in price of lodging
- Any other provided meals regardless of whether or not:
 - There's a registration fee
 - Traveler did not participate in the meal
 - There are personal dietary restrictions (e.g. religious, vegan, etc.)
- For medical dietary accommodation, please see the [ADA travel accommodation](#) guidance

What's **not** considered provided?

- Light snacks/refreshments/hors d'oeuvres
- Continental breakfast
- Airplane food, light hors d'oeuvres

*** Confirm Total Expenses**

Click here to calculate Total Amount

*** Total Amount**





2001.00

*** Did you have any other expense types that are not listed above?**

Yes

*** Other Travel Details**

Add **Remove All**

Actions	Expense Items	Total Amount	Memo	Date
 	Seat Fee	50.00	Seat fee needed for [Enter business justification here]. Admin approval attached.	11-03-2025
 	Internet Fees	8.00	Wi-Fi on the plane needed to work on presentation on the way to conference.	10-27-2025

Click the "Add" button to enter line items. See **next page** for pop-up box instructions.

Click here to calculate the total from the table above

Total Amount (Others)

58.00

Click here to calculate Grand Total

Grand Total

2059.00

Add Row

* **Expense Items**

Internet Fees

* **Total Amount** ⓘ

Enter amount in dollars and cent without "\$" and ",". (Example: 1550.25) ✕

8.00

Memo

Wi-Fi on the plane needed to work on presentation on the way to conference.

Date

10-27-2025

Cancel Add



ESE Tips: Other Travel Details

This pop-up box is where you can add other expenses not already covered in the form. Please see links to UW Travel Services for more information on each Expense Item type:

- [Cell Phone Fees](#)
- [Early Check In](#)
- [Health](#)
- [Internet Fees](#)
- [Late Check Out](#)
- [Laundry](#)
- [Lodging Change/Cancellation Fee](#)
- [Meals Paid for Others](#)
- [Other](#)
- [Package Deal](#)
- [Personal Travel](#)
- [Seat Fee](#)
- [Shipping/Printer Services](#)
- [Travel Advance Reconciliation](#)

Funding Source

* Are there multiple funding sources needed?

Yes

* Please provide the detail funding resources information below including budget equivalent details and % of expenses to be applied.

Multiple funding source (or "split worktag") requests may need to be approximated for some travel expenses due to Workday limitations.
The ESE team will contact you to confirm the amounts on each worktag if they are unable to fully accommodate the request.

Funding Source ?

You can use a Cost Center, Grant, Program, etc driver worktag to automatically populate the required worktags in the system. At a minimum, you must provide a Cost Center and Resource worktags to ensure proper department charging.
If you're unsure what a worktag is, what a driver vs non-driver worktag is or which ones to use, please contact your Shared Environment or local finance department for guidance. They can also clarify the requirements and policy for submitting worktags for an authorization versus a reimbursement.

Company

Driver Worktag Type

-- None --

- Company can be UW1861 or SOM depending on where your worktags reside.
- A **driver worktag** is required. If unsure what worktag to use, contact your PI or department fiscal staff.

Non-Driver Worktags

Activity

Assignee

Program

Workorder

Stand-Alone Grant

ESE Tips:
Non-Driver Worktags
These would be additional worktags that are provided to you, if applicable.

Additional Comments

Customer Watch List

Add Watchers ⓘ

Please enter the name of the person you'd like to add to the customer watch list ✕

Attach Files

Do not attach documents containing confidential, personal, or restricted data in accordance with [UW Privacy data classifications](#).

 Add Attachments

SUBMIT



Provide any other information or clarifications regarding the travel, including if you were unsure about any amounts entered.

See ESE Tips: Additional Comments below for suggestions.

- This is like an email "CC:".
- You can add as many as needed.
- If a name can't be added, type the email address in the Additional Comments box above.



ESE Tips: Additional Comments

- For Ride Shares and public transportation, provide each ride's purpose.
 - Can be provided as the receipt file name (e.g. "Uber Home to Airport.pdf") instead.
- For Lodging Per Diem Overage, note the exception being used.
- For Meal Per Diem, if requesting less than full per diem note it here.
- For Mileage, provide each trip's purpose, start/stop points (if no map is attached), and note if any are roundtrip.
- For complicated travel, it's helpful to provide an outline of the travel with dates, locations, and purposes (business or personal).



ESE Tips: Attachments

- Approval for travel.
 - If using a grant worktag, the approval must be from the PI.
- Do not attach email file formats directly (e.g. .MSG/PST/EML files). Please print these to PDF and attach.
- Paid receipts are required (except for Meal Per Diem) and must include:
 - Description or itemization of charges
 - Vendor name
 - Amount paid
 - Date paid
 - Payment method
 - Translation (if foreign)
- Event agendas if available are helpful.