# ISE Travel Procedure & Resources:

This guide is intended to assist Industrial & Systems Engineering (ISE) faculty, staff, students, and other department travelers with planning and documenting University-related travel in accordance with University of Washington and ISE policies.

Department staff are available to assist with travel questions and reimbursement processing. However, travelers are responsible for understanding and following applicable UW travel requirements. Failure to comply with UW or ISE requirements may result in expenses being denied or becoming the personal financial responsibility of the traveler.

### IRS 60-Day Reimbursement Policy

Effective **July 6, 2026**, UW implemented a 60-day reimbursement policy under the IRS Accountable Plan requirements.

For travel expenses, employees and student employees must submit their Expense Report within **60 days of the travel end date**, including any personal time. Expenses submitted after the 60-day period may be treated as taxable income and processed through payroll with applicable tax withholding.

The 60-day clock for travel begins on the **last day of the trip**, not the day after. The entire trip is treated as one bundle, so prepaid airfare, lodging, registration, and other travel expenses may be submitted together after the trip ends.

Limited exceptions may apply, including:

- Approved extended leave of absence
- Continuous business travel lasting more than 60 days
- Delays caused by Shared Environment or department personnel other than the payee

Appropriate supporting documentation is required for an exception.

For additional information, see the UW Travel-Taxable Reimbursement

and UW Procurement Services – Expense Report Reimbursements pages.

### Travel Approval Process

Travelers should obtain appropriate approval **before incurring travel expenses**.

For ISE faculty, staff, and students, the department's **Pre-Authorization for Travel & Purchase** form is used for travel and other purchases. The form states that approval should be obtained before the purchase is made and that failure to obtain prior approval may result in denial of reimbursement.

### ISE Pre-Authorization for Travel & Purchase

The ISE form covers travel expenses including:

- Airfare
- Hotel/Airbnb
- Rideshare/taxi
- Meals
- Registration fees
- Other travel expenses

The form requires information regarding the event, estimated cost, purpose of the expense, sponsoring faculty, department approval, company, and worktag. ISE's company code listed on the form is UW1861.

Pre-authorization Travel and Purchase Form

### Faculty and Staff

Faculty and staff should coordinate with the appropriate ISE administrative/fiscal staff before making travel arrangements when using ISE worktag (department,  sponsored, ICR, or gift funding ) is being used.

Travel charged to a sponsored award must also comply with the applicable sponsor, UW, and federal requirements. Approval from Grants Manager is required before travel arrangements.

### Paying for Your Trip

Travel expenses may be paid using an appropriate UW payment method or personally and subsequently submitted for reimbursement, depending on the type of expense and applicable department procedures.

Before making a purchase, travelers should confirm:

- The expense is allowable under the funding source.

- Appropriate approval has been obtained.
- The expense is within applicable UW per diem or other reimbursement limits.
- Required receipts and supporting documentation will be available.

ISE's administrative staff can assist with questions regarding the appropriate worktag, funding source, and reimbursement process.

For current UW reimbursement procedures, see the UW Finance – Reimbursements resources.

### Conference and Registration Fees

Conference, workshop, and meeting registration expenses must have a clear UW business purpose and be allowable on the funding source being charged.

Travelers should retain:

- Registration receipt or invoice
- Proof of payment
- Conference name and dates
- Conference agenda or other documentation showing the business purpose

For ISE students requesting department-supported conference travel, ISE provides an **Individual Travel Award Application**. Undergraduate students submit the application to the undergraduate advising office, while graduate students submit it to the graduate program. The ISE application indicates that requests should generally be submitted at least **30 days before the conference**.

ISE Individual Travel Award Application

For faculty requesting department supported conference travel or funds for instructional purposes, ISE provides a Faculty education award application.

Faculty education funds

### Airfare

Travelers should select a reasonable and allowable airfare consistent with UW Travel Services requirements and the funding source.

### Federal and Sponsored Funding

When federal or sponsored funds are used, additional requirements may apply, including the **Fly America Act** for applicable international travel.

Business-class airfare is generally restricted and additional requirements apply. UW Travel Services states that business-class airfare is not allowed on federally sponsored awards under the applicable travel-time provisions.

**Personal Time**

If personal time is added to a business trip, the traveler must document the cost of the business portion of the airfare. A comparison airfare may be required to establish the amount that would have been incurred for business travel alone.

Travelers should review current UW Travel Services requirements before booking airfare.

UW Travel Services – Airfare

**Ground Transportation**

Allowable ground transportation may include:

- Rental cars
- Taxi
- Uber/Lyft and other rideshare services
- Bus
- Train
- Ferry
- Parking
- Tolls
- Mileage for use of a personal vehicle

Travelers should retain receipts and documentation showing the date, amount, payment method, and business purpose when required.

For rental cars, UW Travel Services provides information regarding UW rental-car agreements and requirements. Travelers should use the appropriate UW-contracted rental options when applicable.

UW Travel Services – Ground Transportation

**Personal Vehicle**

Mileage reimbursement is based on the applicable UW mileage rate. Travelers should maintain appropriate mileage documentation, including the business purpose and travel route when required.

UW Travel Services – Ground Transportation and Mileage

### International Travel

Official international travel on behalf of UW must be registered through the **UW International Travel Registry** when required by University policy.

ISE travelers should review UW's international travel requirements before making arrangements, particularly when traveling to higher-risk destinations.

UW International Travel Registry

UW Official International Travel Policy

Travelers should also review applicable restrictions and requirements for high-risk destinations.

UW International Travel Restrictions

### Lodging

Lodging reimbursement is subject to applicable UW per diem rates and UW Travel Services requirements.

Travelers should:

- Select reasonably priced lodging appropriate for the business purpose.
- Check the applicable per diem rate before booking.
- Retain the hotel folio or itemized lodging receipt.
- Ensure the receipt shows the traveler's name, dates of stay, room rate, taxes/fees, and proof of payment.

If lodging exceeds the applicable UW rate, prior approval and an allowable exception may be required.

UW Travel Services – Per Diem

**Meals and Per Diem**

Travelers may claim allowable meal per diem based on the location and dates of business travel.

Travelers should account for meals provided by:

- Conferences
- Hotels
- Meetings
- Other individuals or organizations

Meals provided by others generally cannot also be claimed by the traveler.

Current UW meal and per diem rates should be verified through UW Travel Services.

UW Travel Services – Meals

UW Travel Services – Per Diem Rates

**Non-Reimbursable Expenses**

Travelers should review UW's current list of non-reimbursable expenses before incurring costs.

Examples of expenses that may not be reimbursable include personal expenses, certain upgrades, personal travel expenses, and expenses that do not have an appropriate UW business purpose.

UW Travel Services – Non-Reimbursable Expenses

**Travel Reimbursement Procedure**

After completing travel, travelers should submit their reimbursement documentation as soon as possible.

For ISE/UW reimbursement processing, provide the appropriate documentation to the ISE administrative/fiscal team for processing through UW's current reimbursement system.

A reimbursement request should generally include:

- Traveler's name

- Travel dates and destination
- Conference, meeting, or event information
- Business purpose
- Appropriate worktag/funding information
- Required approvals
- Itemized receipts
- Proof of payment when required
- Conference or meeting agenda, when applicable
- Comparison airfare documentation when applicable
- Documentation for personal time, if applicable
- Any required exception or approval documentation

**Supporting Documentation**

The following documentation should be retained as applicable.

| Expense Type | Supporting Documentation |
|---|---|
| Conference Registration | Itemized receipt/invoice, proof of payment, conference information/agenda |
| Airfare | Itinerary/receipt showing dates, destination, fare, and payment information |
| Personal Time | Comparison airfare and supporting documentation |
| Baggage | Itemized receipt |
| Rental Car | Rental agreement/receipt and business purpose |

| | |
|---|---|
| Uber/Lyft/Taxi | Receipt and business purpose when required |
| Train/Bus/Ferry | Receipt or ticket and business purpose |
| Mileage | Mileage documentation and applicable UW mileage rate |
| Lodging | Itemized hotel folio showing dates, rate, taxes/fees, and payment |
| Meals | Appropriate per diem documentation and information regarding meals provided |
| Other Travel Expenses | Itemized receipt and business purpose |

UW's **Employee Pre-Reimbursement Checklist** provides a useful checklist of documentation for travel reimbursement, including airfare, lodging, ground transportation, mileage, meals, registration, and miscellaneous expenses.

UW Employee Pre-Reimbursement Checklist

**Lost or Missing Receipts**

If an itemized receipt cannot be obtained, contact the ISE administrative/fiscal team before submitting the reimbursement request.

Alternative documentation may be required, depending on the expense and UW requirements. Travelers should not assume that a bank or credit-card statement alone is sufficient documentation for an expense.

**Changes and Cancellations**

Travelers should promptly address canceled or changed travel arrangements.

Reimbursement for cancellation or change fees depends on the circumstances and applicable UW Travel Services requirements. Travelers should document the business reason for the change or cancellation and retain applicable receipts and correspondence.

UW Travel Services – Change/Cancellation of Travel Plans

**Travel Advances**

UW may provide travel advances to eligible employees under specific circumstances.

Travel advances have eligibility, timing, funding, and reconciliation requirements. In particular, travel advances must be reconciled within **60 days of the travel end date**.

UW Travel Advances

**ISE Student Travel Resources**

ISE provides travel-related forms and resources for its students through the ISE website.

The ISE student documents and forms pages include travel resources such as:

- Pre-Authorization for Travel & Purchase
- Individual Travel Application
- Individual Travel Award Application
- Other student forms and resources

ISE Undergraduate Documents & Forms

ISE MSIE Documents & Forms

ISE Ph.D. DocumentPh.D. documents & forms | Industrial & Systems Engineerings & Forms

ISE's graduate program pages also identify an **ISE Conference Travel Policy** as a graduate student resource.

**UW Travel Service Resources**

Travelers should always refer to the current UW Travel Services website for the most up-to-date University requirements.

- UW Travel Services
- Travel FAQ
- Airfare
- Ground Transportation
- Per Diem
- Meals
- Personal Time
- Non-Reimbursable Expenses
- Receipts & Record Retention
- Travel Forms
- Expense Report Reimbursements

**ISE Administrative/Fiscal Support**

For questions regarding ISE travel approval, funding, worktags, please contact the department at iseuw@uw.edu

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