

Traveler's Responsibilities:

When I travel on official state business I am responsible for:

- Being familiar and complying with State, University and department travel and transportation regulations before embarking on travel.
- Selecting travel options that are most economical to the University / State.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Paying any excess costs and any additional expenses incurred for your personal preference or convenience.
- Returning as promptly as possible to either the official station or official residence when the state business is completed.
- Securing prior authorization for travel per instructions:
<http://www.washington.edu/admin/travel/>.
- Verifying that all travel arrangements are confirmed prior to departure.
- Ensuring the Travel Expense Voucher is prepared in a timely manner and providing appropriate receipts and documentations as required.
- Using any frequent flyer miles earned on university travel for future university travel rather than for your personal travel. Airfare purchased with frequent flyer miles is not reimbursable. I am responsible for maintaining this information and any potential tax liabilities.

Incorporating personal travel/time onto a legitimate business trip only when the primary purpose of the trip is official state business; I use your approved leave for the personal part of the trip; and the University does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

I understand that it is my responsibility to know the UW Travel Accounting regulations and apply them when I am on official state business that are outlined on the UW travel web site at: <http://www.washington.edu/admin/travel/>

UW Dept. of Pathology Employee Signature

Date