TREQ: Filling out a Travel Reimbursement Form

This guide provides step-by-step instructions for filling out a travel reimbursement form for all traveler types. It covers everything from navigating to the form, entering travel details, updating travel items, answering post-travel questions, uploading supporting documents, and reviewing the order before submission. Following this guide will ensure accuracy and ease in completing the reimbursement process.

**1**   Navigate to **https://educ.uw.edu/treq/**

(i) **There are a few ways to begin a Travel Reimbursement from a "Travel Pre-Authorization"**

1. Clicking the "Travel Riembursement" button and finding your previously approved "Travel Pre-Authorization" or

2. Clicking on "My Trips", opening the correct "Travel Pre-Authorization"

2   Option 1: Click the "Travel Riembursement" button and find your previously approved "Travel Pre-Authorization".

Test Server

at does this mean?

Q Search
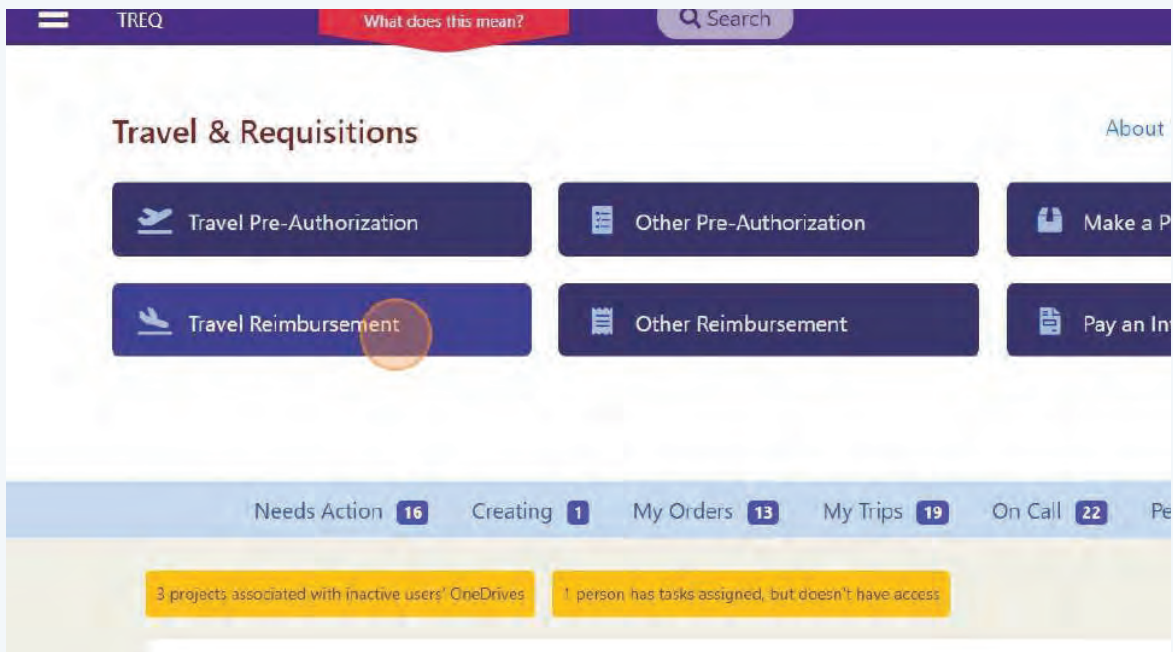
New Travel Reimbursement

You Have Open Trips!

You have trips where you have completed a Pre-Authorization, but have not yet requested Reimbursement.

If this request applies to one of the following trips click the item below and add a Reimbursement request to the existing t keep your Pre-Authorization linked and save you repetitive data entry.)

PROJECT #	TRIP DATES	TITLE	TRAVELER
TREQ004965	9/15/2022 — 9/15/2022	Travel: Virginia Tse > Washington, DC Washington, DC	Virginia Tse
TREQ004932	9/16/2022 — 9/16/2022	Travel: Brittney Lee > Washington, DC -Gave CTM contact info to Traveler to book Airfare Washington, DC -Gave CTM contact info to Traveler to book Airfare	Brittney Lee
TREQ004944	9/16/2022 — 9/16/2022	Travel: Saameh Solaimani > Washington, DC - Gave CTM	Saameh Solaimani

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3 Option 2: Click on "My Trips" button and find your previously approved "Travel Pre-Authorization".
Click "Travel: Darshini Stark > Las Vegas, NV"

Authorization	Other Pre-Authorization	Make a Purchase
nbursement	Other Reimbursement	Pay an Invoice

eds Action **16**   Creating **1**   My Orders **13**   My Trips **19**   On Call **22**   Pending **404**

ed with inactive users' OneDrives   1 person has tasks assigned, but doesn't have access

Action **16 Orders**

ers need your review, approval, or a task completed.

SUBMITTED	TITLE	LAST ACTION	STAGE

TRIP DATES	TITLE	TRAVELER
8/5/2024 — 8/8/2024	Travel: Darshini Stark > Las Vegas, NV Las Vegas, NV	Darshini Stark
8/5/2024 — 8/8/2024	Travel: Darshini Stark > Las Vegas, NV Las Vegas, NV	Darshini Stark
7/29/2024 — 7/30/2024	Travel: TESTING TESTING > TESTING, TESTING TESTING, TESTING	TESTING TESTING
8/5/2024 — 8/7/2024	Travel: TESTING TESTING > TESTING, TESTING TESTING, TESTING	TESTING TESTING
1/14/2024 — 1/17/2024	Travel: María Cioè-Peña > Los Angeles to Seattle and Seattle to Sacramento Los Angeles to Seattle and Seattle to Sacramento	María Cioè-Peña
5/23/2024 — 6/3/2024	Travel: Sala Sataraka > Honolulu, Hawai'i	Sala Sataraka

4   If your TREQ looks collapsed, click "Show" then "+ Order"

Attachments

Open OneDrive Folder
OneDrive Folder

👍 Department Approval

👍 Fiscal Approval PG104030

Project Folder Name
TREQ011969

✏ Edit

About Attachments

The fiscal team will provide you a OneDrive folder to upload your files related to this project. If you don't have a folder, or don't have access to the provided folder, contact your project's fiscal contact. More attachment help ⧉

➕ Order   🖥 Close Project

---

5 Select "Travel Reimbursement"

Test Server
What does this mean?

🔍 Search

– 8/8/2024

Add Order to this project:
Travel: Darshini Stark > Las Vegas, NV

✈ Travel Pre-Authorization

🛬 Travel Reimbursement

🗐 Other Pre-Authorization

🧾 Other Reimbursement

📤 Make a Purchase

📄 Pay an Invoice

You can add multiple orders to a single project. This will keep your orders organized

Start a new project:

✈ Travel Pre-Authorization

🛬 Travel Reimbursement

🗐 Other Pre-Authorization

🧾 Other Reimbursement

📤 Make a Purchase

📄 Pay an Invoice

If the new order is not related to same project (it has a different ov

Non UW Traveler

Non UW travel reimbursements require that we double check the information previously provided and fill out the mailing address box. Everything after that step is the same as with a UW Traveler.

6 Review the information previously provided, then press "Save"

TREQ011971

Travel: Darshini Stark > Las Vegas, NV

Travel Reimbursement | Creating

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

👤 Non UW Traveler   💵 150 Honorarium

Non UW Traveler Questions

Non UW Travelers must be provided the UW Privacy Notice. Check the following box to confirm this has happened.

☑ UW Privacy Notice has been provided *

Non UW Traveler Type *

○ Faculty/Staff Candidate
○ UW Student (non-employee)
◉ Guest/Visitor

Help: Non UW Tra

This additional information
are not employees of UW.
employees.

UW Privacy Notice

We are required to provide
used. You can email the tra

Non UW Traveler Types

Faculty/Staff Candidate ar
for the purpose of seeking

UW Student (non-employ
Traveler Affiliation: COE Tra

Guest/Visitor captures any

Guest/Visito

○ Faculty/Staff Candidate
○ UW Student (non-employee)
◉ Guest/Visitor

US Citizen *

○ Traveler is a US Citizen or Green Card holder
◉ Non US traveler

Will traveler be entering or leaving the US during this trip? *

○ Entering or leaving US during trip
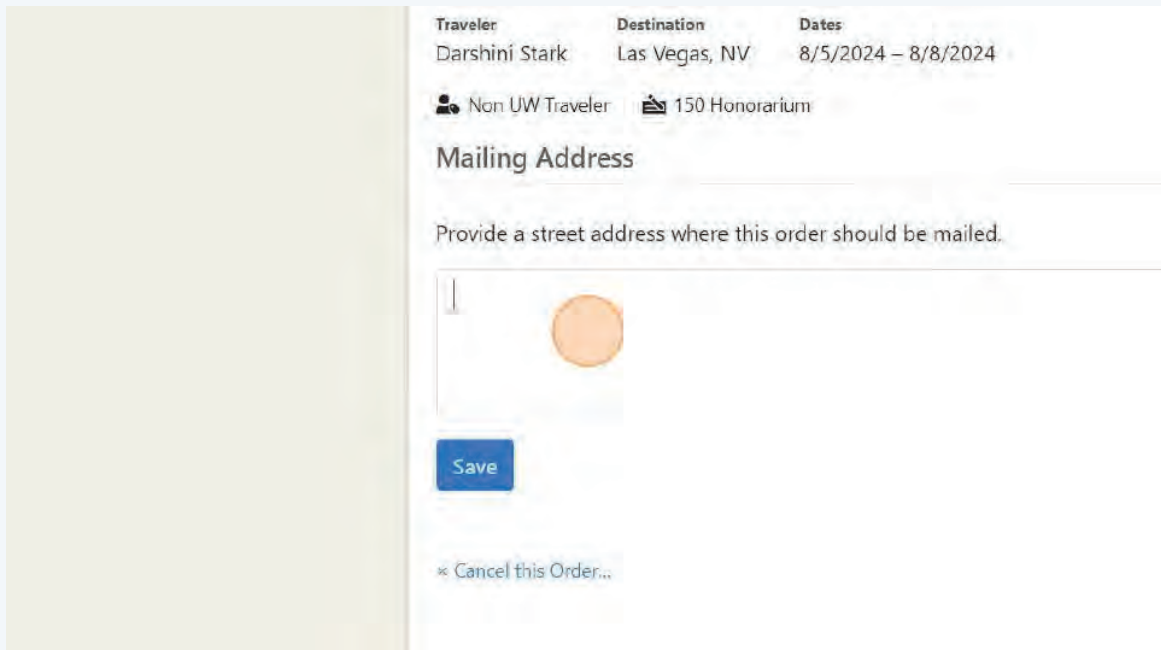◉ Not entering/leaving US

[Save]
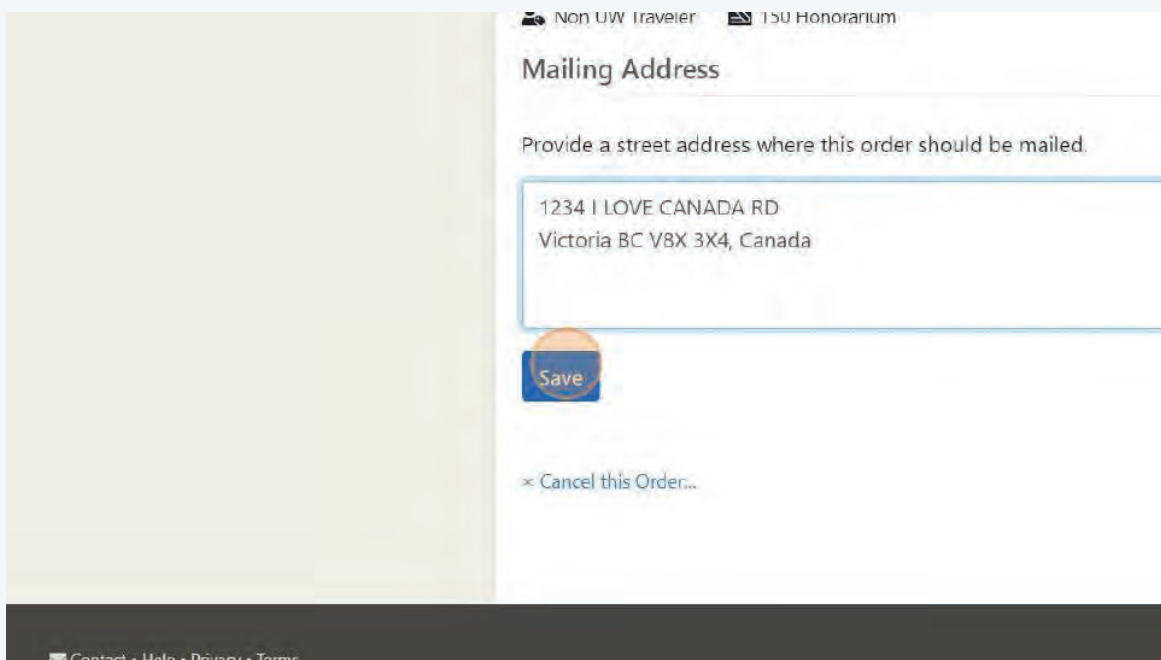
✉ Contact • Help • Privacy • Terms

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7 Be sure to provide a mailing address so a check can be sent to the traveler.

Traveler   Destination   Dates
Darshini Stark   Las Vegas, NV   8/5/2024 – 8/8/2024

👥 Non UW Traveler   📇 150 Honorarium

Mailing Address

Provide a street address where this order should be mailed.

Save

× Cancel this Order...

👥 Non UW Traveler   📇 150 Honorarium

Mailing Address

Provide a street address where this order should be mailed.

1234 I LOVE CANADA RD
Victoria BC V8X 3X4, Canada

Save

× Cancel this Order...

Contact • Help • Privacy • Terms

Updating Travel Items

8 Post travel, the items previously entered need to be updated with actual amounts. Double-click the "Actual Lodging" field to update the amount.

Lodging Nights

3

US GSA Per Diem

$ 120

Lodging Limit

$360.00

$120 × 3 nights

Actual Lodging

$ 360.00

Meal Days

4

- website
- E Total)
- unt (per diem × days)

- Enter number of nights at lodging
- Look up rate for your destination on US GSA website
- Enter US GSA Per Diem rate for Lodging (daily limit for your destination and month of travel)
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses
- You must provide receipts for lodging reimbursement
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except special cases
- Exceptions to Lodging Limit must have a pre-authorizations

Meals & Incidentals

- Enter number of days of travel
- Look up rate for your destination on US GSA website
- Enter US GSA Per Diem rate for Meals (M&IE Total)
- You will be reimbursed the Meals Total amount (per diem × days)

Lodging Nights

3

US GSA Per Diem

$ 120

Lodging Limit

$360.00

$120 × 3 nights

Actual Lodging

$ 421

Meal Days

4

9 The "Meals Actual" box will be calculated by the fiscal team using travel status and meals provided information.

may be reduced, examples: conference includes lunch or traveling part of a day needed for meals & incidentals.

US GSA Per Diem

$ 69

Meals Total

$276.00

$69 × 4 days

calculate actual reimbursement amount
ss than or equal to the Meals Total amount based on per diem
e reduced to exclude specific daily meals not elligible for reimbursement

Meals Actual

$ |

em		URL	Amount	Line Total
rfare	✎		400 ✎	$400.00
egistration	✎	⬈ Link...	250 ✎	$250.00
ar Service	✎		300 ✎	$300.00
esentation Materials	✎		50 ✎	$50.00

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10 Click the line items to update them to the correct amounts. Click "Save"

$276.00

$69 × 4 days

calculate actual reimbursement amount
ss than or equal to the Meals Total amount based on per diem
e reduced to exclude specific daily meals not elligible for reimbursement

Meals Actual

$

em		URL	Amount	Line Total
rfare	✎		400 ✎	$400.00
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ar Service	✎		300 ✎	$300.00
esentation Materials	✎		50 ✎	$50.00
ar Rental	✎		0.00 ✎	0.00
ileage	✎		0.00 ✎	0.00

Tax

1		Mileage			0.00

+ Item   **+ Tax**

Qty	Item		Amount	
1	Airfare		325	$

URL

(Optional) Provide a link to a specific item to purchase

Save   **Delete**   **Cancel**

Q Search

W

em		URL	Amount	Line Total
irfare			325.00	$325.00
egistration		Link...	250	$250.00
ar Service			300	$300.00
esentation Materials			50	$50.00
ar Rental			0.00	0.00
ileage			0.00	0.00

Tax

tinue

em		URL	Amount	Line Total
rfare	✎		325.00 ✎	$325.00
egistration	✎	☑ Link...	250 ✎	$250.00
ar Service	✎		300 ✎	$300.00
esentation Materials	✎		50 ✎	$50.00
ar Rental	✎		0.00 ✎	0.00
ileage	✎		0.00 ✎	0.00

Tax

Item		Amount	Line Total
Car Service		244	$244.00

1	✎	Mileage	✎	0.00 ✎

+ Item   + Tax

Qty	Item		Amount	
1	Car Service		244	$

URL

(Optional) Provide a link to a specific item to purchase

Save   Delete   Cancel

11 For any items that do not need to be reimbursed, click on the pencil icon and press "delete".

- Fiscal office will calculate actual reimbursement amount
- This must be less than or equal to the Meals Total amount based on per diem
- Amount may be reduced to exclude specific daily meals not elligible for reimbursement

Other Items

Qty	Item		URL
1	Airfare		
1	Registration		⤢ Link...
1	Car Service		
1	Presentation Materials		
1	Car Rental		
1	Mileage		

+ Item   **+ Tax**

Qty	Item	Amoun
1	Registration	250

URL

INSERT LINK FOR FINANCE TO PURCHASE

(Optional) Provide a link to a specific item to purchase

Save   **Delete**   **Cancel**

Save & Continue

💬 Add a Note

12   Click "Save & Continue"

1		Car Service			244.00
1		Presentation Materials			67.00
1		Car Rental			0.00
1		Mileage			0.00

+ Item   + Tax

Save & Continue

💬 Add a Note

× Cancel this Order...

Post Travel Notes

13   There are a few questions we must ask every traveler to accurely reimburse. Please review the Post Travel Notes questions and answer accordingly.

Destination   **Dates**
Las Vegas, NV   8/5/2024 – 8/8/2024

Notes

...stions help highlight any adjustments or special circumstances that impact your travel ...t.

...re than maximum allowable lodging rate?   ○ Yes   ○ No

...any expenses for another traveler (lodging, airfare, registration, etc)?   ○ Yes   ○ No

...provided?   ○ Yes   ○ No
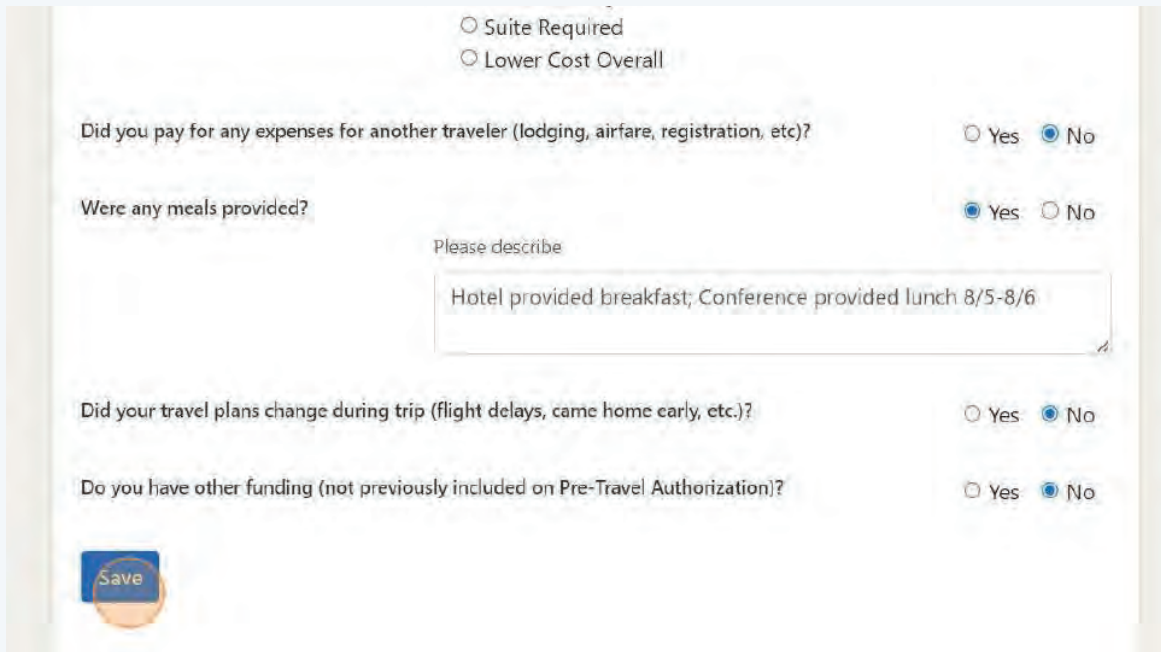
...plans change during trip (flight delays, came home early, etc.)?   ○ Yes   ○ No

...her funding (not previously included on Pre-Travel Authorization)?   ○ Yes   ○ No

14   If the lodging rate exceded the per diem limit, please select yes.

| Dates |
| 8/5/2024 – 8/8/2024 |

orarium

ht any adjustments or special circumstances that impact your travel

llowable lodging rate?	○ Yes ● No
other traveler (lodging, airfare, registration, etc)?	○ Yes ● No
	○ Yes ● No
trip (flight delays, came home early, etc.)?	○ Yes ● No
viously included on Pre-Travel Authorization)?	○ Yes ● No

15 You will need to choose the appropriate reason. If you are unsure of which one to chose, please reach out to your budget manager or to edfiscal@uw.edu.

More information on lodging per diem exceptions can be found on the UW Travel Services site here: **https://finance.uw.edu/travel/perdiem#exceptionstoperdiem**

16 If meals were provided, please describe in the text box. We will need dates and the meal that was provided.

17 Click "Save"

Uploading Supporting Documents

18 Your TREQ folder should have been created during the creation of the Pre-Authorization TREQ. To get back to that folder and upload documents, click the grey "Copy" button then the blue "Open OneDrive Folder"

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

example.

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

Upload Attachments

OneDrive

Create folder in OneDrive named

To make managing files easier for you and the fisc related to TREQ in a OneDrive file share. This give: management, ability to preview files online, and to

TREQ011969   Copy

📁 **Open OneDrive Folder**
OneDrive Folder

The fiscal office will designate a specific OneDrive TREQ requests. A link will be provided to that fold and Orders.

If you don't have a TREQ OneDrive folder yet, con get set up.

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Project Folder Name

Your budget manager will give you instructions fo attachments in OneDrive. Generally they want you project, using the Project Number as the folder na look like "TREQ001234".
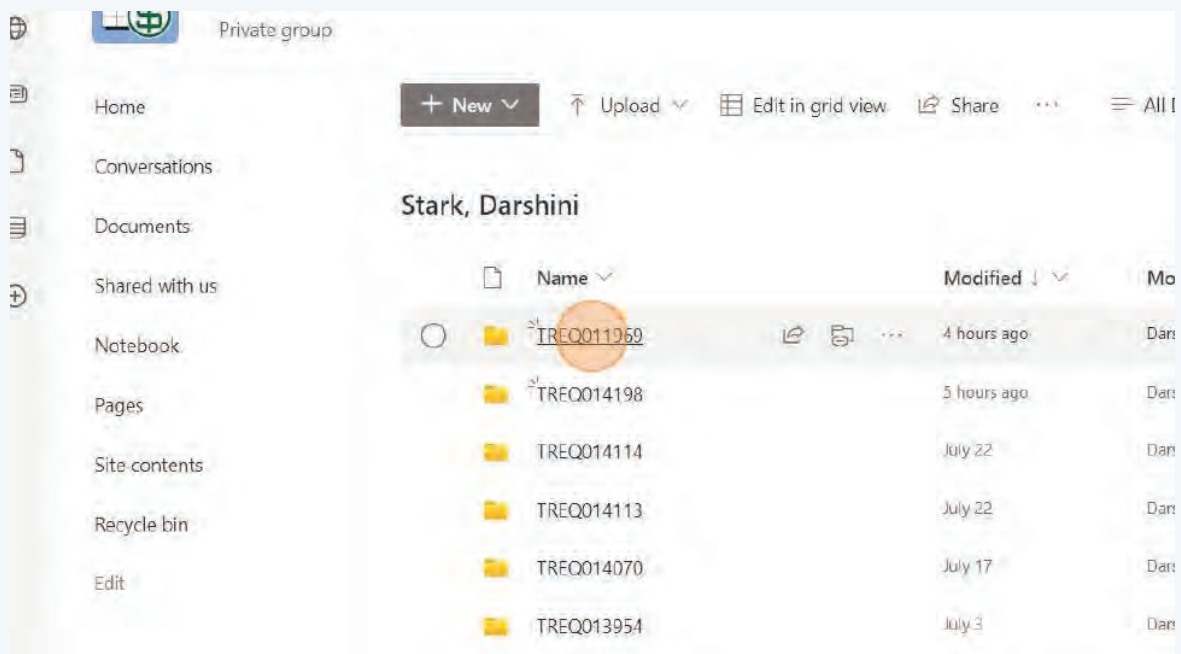
Done Uploading

---

19 It should open a tab to your SharePoint folder. You can sort it by using the "Modified" Column, or by pasting the TREQ number in the search bar.
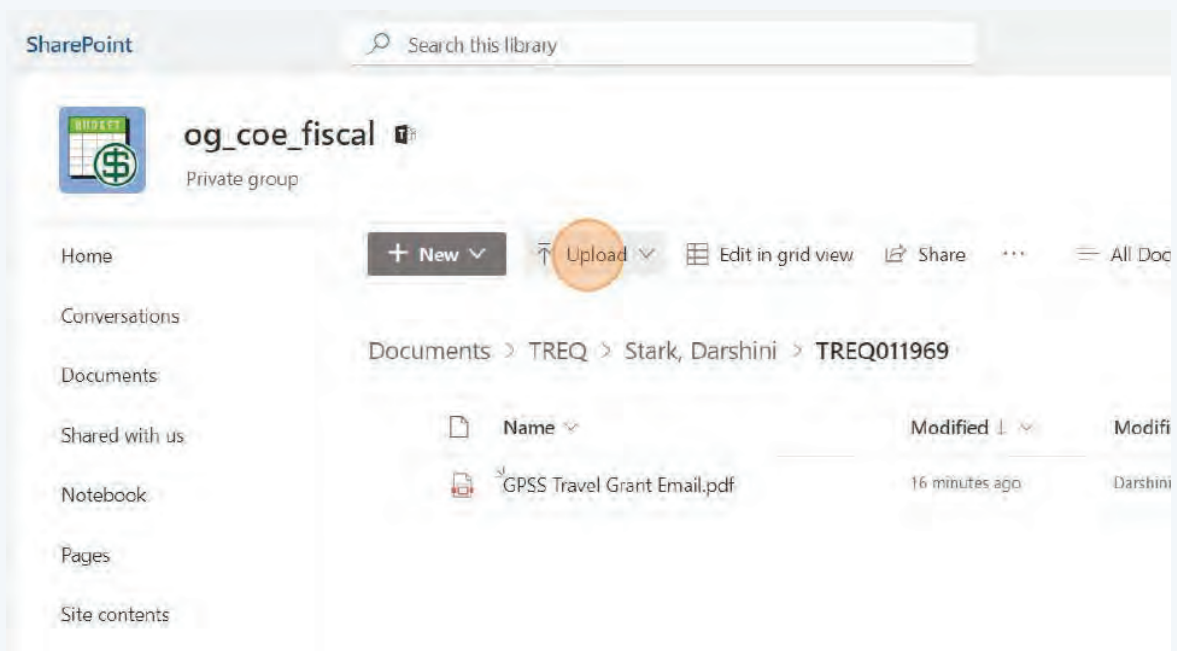
:cal 🔲   ☆ Not following

                                                                 𝑅 42 members

Documents › TREQ › **Stark, Darshini** 𝑅⁸   Modified

○	🗋	Name ∨	Modified ∨	Modified By ∨	Reviewed ∨
	📁	TREQ000048	September 1, 2020	Darshini Stark	
	📁	TREQ000110	September 2, 2020	Darshini Stark	
	📁	TREQ000112	September 2, 2020	Darshini Stark	
	📁	TREQ000114	September 2, 2020	Darshini Stark	
	📁	TREQ000115	September 2, 2020	Darshini Stark	

20 Open the corresponding TREQ folder.

Private group

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

Recycle bin

Edit

| + New ∨ | ↑ Upload ∨ | ⊞ Edit in grid view | ⤴ Share | ⋯ | ☰ All |

Stark, Darshini

	Name ∨				Modified ↓ ∨	Mo
○ 📁	TREQ011969	⤴	🗐	⋯	4 hours ago	Dar
📁	TREQ014198				5 hours ago	Dar
📁	TREQ014114				July 22	Dar
📁	TREQ014113				July 22	Dar
📁	TREQ014070				July 17	Dar
📁	TREQ013954				July 3	Dar

21 To upload supporting documents, click "Upload". This will open the file explorer on your computer. Select the files you wish to add, and click "open".

You can also drag and drop files from your computer file exporer.

SharePoint | 🔍 Search this library

og_coe_fiscal
Private group

Home

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Documents

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Pages

Site contents

| + New ∨ | ↑ Upload ∨ | ⊞ Edit in grid view | ⤴ Share | ⋯ | ☰ All Doc |

Documents > TREQ > Stark, Darshini > **TREQ011969**

	Name ∨	Modified ↓ ∨	Modifi
🖺	GPSS Travel Grant Email.pdf	16 minutes ago	Darshini

22 Close your SharePoint tab and return to TREQ. Click "Done Uploading"

Budget / Fiscal Tag Information

23 If the budget information is the same, click "Continue"

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS
PG104030	AD Finance and Admin Program Funds	

+ Fiscal Tag

💬 Add a Note

Finished entering Fiscal Tags

Continue

× Cancel this Order...

24 If the information needs to be updated, you can change the Fiscal Tag by selecting it.
Click the "XX000000" field.
Click here.

Travel Reimbursement | Submitted 7/29/2024 by Darshini Stark

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024
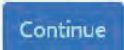
👤 Non UW Traveler   💵 150 Honorarium

Fiscal Tags

FISCAL TAG	NAME
PG104030	AD Finance and Admin Program Funds

+ Fiscal Tag

💬 Add a Note

Finished entering Fiscal Tags

Continue

25 You can also add "Activity Tags" or "Assignee Tags" if applicable.

Not all budget need this information, and if you do not know what to put, leave it blank. The budget manager will update it if needed.

+ Fiscal Tag

⭐ NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity or Assi

Fiscal Tag

PG104030

Name

AD Finance and Admin Program Funds

Activity Tag

AC000000

Assignee Tag

AS000000

Search by employee name or worktag

[Save] [Delete] [Cancel]

Fiscal Tag

Enter a Fiscal Tag number. Generally these are the same as Workday Proj Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

Name

---

ect your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktag numbers and names. The tool will let you know nent. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity or Assignee Tag. Contact **edfiscal@uw.edu** if you have question

inance and Admin Program Funds

Split

100

Split Type

* Remainder

Tag

)0000

Assignee Tag

AS000000

Search by employee name or worktag number

Fiscal Tag

Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

Name

26 You can also use the "Split Type" box if you have multipe funding sources.

and Gifts) to apply to your TREQ order. You can search on worktag numbers and names. The tool will let you know when ...tool will let you know if you need to add an Activity or Assignee Tag. Contact **edfiscal@uw.edu** if you have questions.

Split: 100

Split Type: * Remainder

Assignee Tag: AS000000

Search by employee name or worktag number

$ Dollar Amount
% Percentage
* Remainder

...enerally these are the same as Workday Project,

27 The "Split" box is used to determine how much is coming from the budget

...ts, and Gifts) to apply to your TREQ order. The tool will let you know when ...e tool will let you know if you need to add an Activity or Assignee Tag. Contact **edfiscal@uw.edu** if you have questions.

Split: 100

Split Type: % Percentage

Assignee Tag: AS000000

Search by employee name or worktag number

Generally these are the same as Workday Project

28   To add additional funding sources, click "+ Fiscal Tag"

Traveler | Destination | Dates
Darshini Stark | Las Vegas, NV | 8/5/2024 – 8/8/2024

Non UW Traveler   150 Honorarium

Fiscal Tags

FISCAL TAG	NAME
PG104030	AD Finance and Admin Program Funds
+ Fiscal Tag	

Add a Note

Finished entering Fiscal Tags

Continue

× Cancel this Order...

Final Steps!

29   Now review the order before submiting! Good Job, you're Travel Reimbursement is now submitted!

Travel: Darshini Stark > Las Vegas, NV

Change Trip

Traveler | Destination | Dates
Darshini Stark | Las Vegas, NV | 8/5/2024 – 8/8/2024

Business Purpose
Attenting a conference and presenting research

Items

Change Items

ITEM		AMOUNT
Lodging (limit $360 = 3 nights × $120)		$360.00
Meals (4 days × $69)		$276.00
Airfare		$325.00
Registration	Link...	$250.00

Meals (4 days × $69)		$276.00
Airfare		$325.00
Registration	☑ Link...	$250.00
Car Service		$244.00
Presentation Materials		$67.00
	Total	$1,522.00

Fiscal Tags

Change Fiscal Tags

TAG	NAME	OTHER TAGS	SPLIT
PG104030	AD Finance and Admin Program Funds		*

Send Order to Fiscal

👍 **Department Pre-Auth**

Mon, 7/29/2024, 10:32 PM
Darshini Stark requested approval from Santhi Perumal

Department Approval was provided on pre-authorization for this project

Mon, 7/29/2024, 10:30 PM
Approved by Darshini Stark, on behalf of Santhi Perumal

Submit

× Cancel this Order...

30