

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- Overview
- Policy
- Procedures
- Form
- Additional Information
- Contact Information

AIRLINE TRAVEL  
4.3  
REV 05/05  
Finance and Administration  
425.352.5235

### OVERVIEW

All air travel must have prior approval and be purchased with a UW-issued credit card either directly through the airline or through a state contract travel agency.

### POLICY

Once you have approval to travel you may contact a state contracted [travel agency](#) to make your flight arrangements. Tell the travel agent that you are a UW employee so that they will check for contract fares. Purchasing tickets from an Internet source **is not permitted** by State regulations unless the state contracted [online travel agency](#), Boersma Travel, is used.

State of Washington travel regulations require that all UW business airfare be charged to a UW travel account, either the [University travel credit card](#) issued to the individual or the F&A Central Travel Account (CTA). If you do not have your own University travel account contact the [Travel Coordinator](#) at Finance & Administration. A non-UW issued credit card **may not** be used to pay for airfare.

### PROCEDURES

Obtain approval from your supervisor for your travel. Travelers may initiate airline reservations themselves or seek assistance from the Travel Coordinator in F&A. If you wish to have the Travel Coordinator book the flight, they will need:

- Itinerary
- Seating preference
- Copy of the travel approval

If you wish to book the airline reservation yourself, contact a state contracted [travel agency](#) to make arrangements for your flight. Inform the agent that you are a UW employee so they will check for the contract fares. You **may not** use

any internet site other than the Boersma Travel [online travel agency](#) site to book your travel. You should use the [state contract fares](#) when possible, but there are some acceptable reasons for not using them. Those reasons are:

- You found a cheaper airfare
- The contract airline has no flights that meet your date/time needs
- There are no available seats on the contract airline's flights to your destination
- There is no contract fare to your destination

You must pay for your flights with a **UW-issued** travel card. If you do not have an [individual UW Travel Charge Card](#) then you must notify the travel agent when booking your flight that you will be using the F&A Central Travel Account. The agent can contact the Travel Coordinator to get the card information.

Once you have booked your flight you should receive an email itinerary that lists your flights and your payment information. If you paid for your airfare with your [individual UW Travel Charge Card](#) this email is your receipt and will need to be attached to your [Travel Expense Voucher](#) (TEV) in order for you to be reimbursed. If your airfare was paid with the F&A Central Travel Account you will not need to attach the receipt to your TEV, but you should still save the receipt for your records.

## **FORM**

Travel Expense Voucher (TEV):

<http://www.washington.edu/admin/travel/forms.html>

## **ADDITIONAL INFORMATION**

UW Air Travel Policy:

<http://www.washington.edu/admin/travel/air.travel.html>

## **CONTACT INFORMATION**

[F&A Travel Coordinator](#) – 425-352-5235