

# Travel dos and don'ts

## Dos

- ✓ First thing is send in a Travel request form to JISAO.
- ✓ Tell me what arrangements you would like me to make for you, don't make me guess-I'm not good at it.
- ✓ Send in your travel receipts as soon as you return from your trip.
- ✓ Have a complete printout of all your receipts such as hotel and rental car agreement.
- ✓ Tape all small receipts on a letter size paper.
- ✓ If you have calls or internet charges on your hotel bill, write on the receipt if the call is personal or business.
- ✓ When you eat free please note that you do not need per diem for that meal.
- ✓ When you register for a conference, please send me the conference itinerary for the Travel Department. They are requesting the itineraries to see if any meals are included so they do not pay for a meal twice.
- ✓ If you arrange your own travel, make sure to provide the flight itinerary with your receipts.

## Don'ts

- ✓ Please do not wait months after the trip to send in your receipts. If there are questions about the travel, it is harder to obtain receipts or remember what did happen.
- ✓ Don't buy a phone card, Travel will not reimburse for it.
- ✓ Do not do your own TEV because several things need to be done at my end and it adds more steps for me. I get confused so easily.

## Web sites and contacts

- ✓ UW Travel Dept <http://www.washington.edu/admin/travel/>
- ✓ JISAO Travel  
[http://tao.atmos.washington.edu/JISAO\\_admin/TRAVEL/Travel\\_Inde.htm](http://tao.atmos.washington.edu/JISAO_admin/TRAVEL/Travel_Inde.htm)
- ✓ Classic Connections 206-547-7300
- ✓ Marjorie Ann Reeves 206-685-2899

Happy Trails to you,  
Marjorie