**TRAVEL INFORMATION**
It’s a good idea to call Collen to go over your travel plans are prior to making bookings.  
206-685-6548

**VACCINATION**
Hall Health Primary Care Center on the UW Seattle campus provides pre and post travel counseling and tests. Hall Health’s Travel Clinic is an internationally-recognized travel resource for adults and children traveling outside of North America. Please review the website for complete information: [http://depts.washington.edu/hhpccweb/index.php?ClinicID=11](http://depts.washington.edu/hhpccweb/index.php?ClinicID=11)

**DRIVING vs. FLYING**
When driving to a location near an airport (such as Portland), we must submit an airfare comparison at the lowest possible available fare. This has to be processed BEFORE travel (because airline search engines don’t allow backtracking the search dates). For example, you drove to a conference at Mt. Hood. We must submit an airfare comparison for flights to Portland. You receive the lowest comparison airfare for mileage rather than the actual miles driven.

**PERSONAL AND BUSINESS TIME IN ONE TRIP**
If you plan to mix personal travel with business, there are state-specific timing rules for reimbursement that you will want to know.

**LODGING**
Lodging must be in a commercial facility. The receipt for renting a home in Newport, for instance, by several researchers must show that the home is a bonafide rental property.

**ITEMS FOLDED INTO MEAL PER DIEM CALCULATION**
Luggage carts, currency exchange and ATM fees, tips for personal services. Tips on foreign vessels for cabin workers is not considered reimbursable, but foreign meal per diem is often generous enough to cover this “vessel culture” mandate.

**ENGLISH LANGUAGE RECEIPTS**
Foreign airfare itineraries, car rental agreements, lodging folios, and receipts for miscellaneous expenses OVER $75 require English translation.

SEARCH the per diem rates allowable in the areas you are traveling at:  