

Instructions for Reimbursement for Graduate Student Travel Expenses

- Graduate students who are employed at the UW at the time of this request, please use the [UW Travel Reimbursement Form](#); for those who are not, please use the [Guest Payments and Reimbursement Form](#)
- Students must download the chair's email approving departmental support and other additional email regarding funding as PDFs and upload to the portal.

Use the following steps to complete your submission:

1. Access the link at the bottom of the page - "Please [log in with your UW NetID](#) to access this form."
2. Select the department - "Asian Languages and Literature"
3. Input your full name and UW email
4. Select, "Add someone to receive updates about this request (watcher)" and add asianll@uw.edu
5. For "Is this expense on a grant (GR#####)? - Select "No"
 - Please provide the confirmation email you've received regarding your travel.
 - If you do not have a confirmation email please let us know.
6. Input your information in the "UW Employee Traveler Information" section.
7. For UW Business purposes - please indicate what this travel was for. If it was for a conference, please indicate that.
 - When asked for a business purpose, please provide a 1-2 sentence description of your role in the travel.
8. Select whether this is for a full reimbursement or partial reimbursement.
9. Complete the relevant travel information for your reimbursement
10. In the "Transaction Worktag Details" section:
 - a. Enter the worktag provided by the department chair, found in the original approval email.
 - b. If you have additional funding provided by the graduate school or by another department, enter their worktag in this section.
 - c. You need to download the chair's email and other additional email providing you with extra funding as PDFs and upload to the portal as proof of funding at the bottom of the submission.