



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

Miscellaneous Travel Expenses Receipt Policy for Less than \$75

Our department follows the Travel office's policy that a receipt is **not required** for misc. travel expenses less than \$75 - <https://finance.uw.edu/travel/receipts>

Misc. travel expenses are defined as:

- Gas
- Parking fees
- Transit fares (public transportation)
- Ferry
- Tolls
- Car Service (Uber, Lyft, Taxi, Town Car, Limo)
- Baggage fees (Baggage Cart for UW Business Supplies may be applicable, not for personal convenience)
- Registration fees
- Internet/Wifi fees

* Misc. travel expenses, even below \$75.00, must be within compliance.

[Updated 2/10/2024]