



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

ESS Reimbursement Deadline Policy

Requests for reimbursement (e-travel, e-reimbursement, etc.) must be submitted within 3 months of expenditure or completion of travel. Receipts submitted more than 3 months after the expense is made or travel is completed will only be processed for reimbursement if approved by the Administrator or Chair based upon a compelling justification for the delay in submission (e.g., requestor was in the field for an extended period of time).

Rationale: budgets close, projecting expenses and the ability to effectively plan are impacted by late requests for reimbursement, university policies and rates change and the UW systems cannot always accommodate “stale” reimbursements, especially in the e-travel system. Further, frequent reimbursement of “stale” receipts is an audit flag, and will increase chances that an auditor will visit a faculty member or the Department.

[Updated 2/10/2024]