

# Is This Travel Expense Reimbursable?



## Do's

Book flights through **Fox World Travel** or **Concur**.

Disrupted Flight?  
**Call Fox World Travel**  
Toll Free: 844-630-3853  
24 hours per day / 7 days a week

Book lodging through:

- The hotel or conference organizer **directly**
- Concur self-booking tool
- Fox World Travel
- AirBnB

All lodging subject to per diem (\$) limits

Use **economy** parking if available.

Use **basic fares** for Uber, Lyft, & taxis.

Transport to/from:

- Airport
- Hotel
- Conference venue



Flights



Lodging



Parking



Rideshare & Taxi



## Don'ts

Don't book flights **directly with the airline** or through **third-party sites**.

Don't re-book disrupted flights through the airline or third-party sites.

Don't book lodging or hotels through third-party sites.



Don't use **valet** parking, unless only available option

Don't use rideshare **priority pickup & upgrades**:

- Uber XLs, comfort, etc.
- Lyft extra comfort, black, XL, XXL, etc.

UW does not reimburse Transport to/from:

- **Personal Dinner**
- non-business activities

Exceptions may be made for accommodation needs or under extenuating circumstances.

Use the QR code for more info on UW travel

