

Article XX. Travel

Section 1.

Any employee required to travel to a place of work other than their regular official duty station shall be reimbursed for travel costs if eligible, in accordance with University of Washington Administrative Policy Statements, Section 70. **Reimbursements must be processed within 30 days of submission of reimbursement forms and required receipts.** The University will reimburse any credit card interest fees incurred by employees resulting from untimely reimbursement processing.

Section 2.

All provisions in Article XX Hours of Work will apply to travel.

Section 3.

Bargaining unit employees are eligible to receive an Individual Travel Card. The University will encourage employees who regularly travel as part of their work duties to use the Individual Travel Card in accordance with University policy.