TRAVEL POLICY FOR CREWMEMBERS

The following policy shall serve as a guideline for crewmembers, both permanent and temporary, in understanding the school’s procedures for transportation, lodging, and meals.

If any of this guidance is interpreted to conflict with IBU (Inland Boatman’s Union) or UW policy, first IBU, then UW policy will apply, in that order.

Additional information can be found at http://www.washington.edu/admin/finserv/travel/ (you may have to copy and paste this into your web browser, depending on your system). If you are in doubt for your situation, ask the Marine Operations office for clarification.

**When am I officially in travel status?**

You are officially in travel status if your destination, normally the ship, is more than 50 miles one way from your home.

**When will UW pay for my travel?**

UW will pay for your transportation while you are in official travel status. Your transportation normally consists of airfare or mileage. Hotels are only covered if they were part of your UW provided itinerary, which is sometimes done due to transportation availability and timing. You may claim taxi/shuttle/personal car mileage (the latter paid at current State rate) to or from your airport at both ends of your travel. Mileage, as well as meals, are discussed later.

**When can I claim meals while on official travel status?**

The University can reimburse you up to the maximum food allowance specified for your destination (e.g., a training institution, school or the ship) while you are there and during your travel to and from that location under the following circumstances:

- You are being reimbursed for lodging, or even if you elected not to obtain reimbursable lodging and are staying with friends, family, or colleagues.
- You have been in “travel status” for 3 hours beyond a normally scheduled 8-hour work day. The 3 hours may be any combination of time before and/or after the scheduled working hours on the day in question. You may not stop for a meal just to meet the 3-hour rule.

The reimbursement applies even if you receive an airline meal or are given a courtesy continental breakfast. If you stay in a hotel that provides a full breakfast you cannot claim breakfast even if you choose to pay for the meal somewhere else.

The University does not reimburse you for meals during normal, non-travel work days.

**EXAMPLE:** You are not in travel status but have traveled to a training institution where you were in a course from 0800 to 1630. You are not entitled to reimbursed meals.

**When can I claim lodging while on official travel status?**

The University can reimburse you up to the maximum lodging allowance specified for your destination if the Port Captain has you on the list of crew who must vacate their rooms for
incoming reliefs. If you are on the list to have your lodging covered, you will be notified of the maximum lodging allowance for your location.

**When can I claim mileage?**

- **Mileage in lieu of airfare**: If you choose to drive your own car instead of flying or taking another mode of public transportation at the discretion of the University, you are reimbursed the applicable rate for each mile driven up to the amount of Washington State contract airfare or the lowest available coach fare, whichever is lower, for the same trip. A lowest-published-fare quote must be obtained in writing from a contracted UW travel agent.

- **Mileage commuting between the ship and your residence**: Daily commute transportation expense between your official residence and official duty station is not considered travel status and is therefore a personal obligation and not reimbursable. The same applies to ferry fares, if your normal commute involves a ferry.

- **When you are assigned to work at more than one location in addition to your official duty station**: You may be reimbursed for the local miles driven between the work locations [not for any mileage to or from your official residence].

**Example**: The ship is at the school’s pier and you are scheduled to attend a training course while already assigned to work on the ship. You are entitled to mileage reimbursement between the school and the training institution.

**Can I claim excess baggage when I fly or take a train?**

In general, no. You may claim up to 2 checked bags at the normal baggage price. If the MAROPS office requests you to check a piece of equipment or box of mail, etc., going to the ship or returning to the office and it incurs an excess baggage fee, then you will be reimbursed.

**How do I get reimbursed for my travel expenses?**

- **Aboard ship**: See the Master for all travel reimbursements. The Master will forward your expense receipts to the Marine Operations office for reimbursement through the University’s online travel system by direct deposit.

- **Homeward bound**: Expenses should be submitted to the Marine Operations office.

**How am I paid for travel time?**

If you live within 100 miles of wherever the ship is berthed you are responsible for getting yourself to the ship no later than the start of your work shift on the report date assigned by the Marine Operations office. This may involve departing your official residence early or late in the day depending on your shift start time. This is considered commute time, not travel time outside of work hours, and normal work should be commenced upon arrival at the ship.

The school normally transports more distantly residing crewmembers between their official residence and the ship via air or other mode. Should such arrangements necessitate the crewmember spending more than 8 hours in transit (beginning with the actual departure from the crewmember’s residence) the school will normally designate this period as a paid work day, and normal work may commence at the start of the employee’s next regular shift or upon arrival, as needed; check with your supervisor to find out when your first work shift is scheduled. When arriving, if your travel time is less than 8 hours you will normally be expected to complete your work day on board. Weekday travel days are paid up to 8-hrs of straight time, with the sea-pay differential if the ship is not at the UW pier; weekend or holiday travel days are paid up to 8-hrs of overtime, with sea-pay differential if the ship is not at the UW pier.
While the ship is at the school’s pier, elsewhere in Seattle, or anyplace where you choose to stay ashore, daily commuting time between the ship and your official residence does not qualify as paid travel time.

**What if I get training that’s being paid for by the school?**

In general, UW travel policy covers travel for training. Normal course days are paid as up to 8 hours straight time, and any qualifying travel time is up to 8 hours straight time.