

UW Geography: Pre-Approval Request for Travel

Complete this form before you travel

Approval is required in advance for all travel on a UW budget. Submit completed form to Marjorie (marjgray@uw.edu).

Traveler Name:

Today's Date:

Reason for Travel:

Departure Date:

Return Date:

Travel Location:

Fund to be Charged:

(e.g. Research money, Department annual travel fund, grant, etc.) If you have Worktags or grant name, that would be helpful.

Other Comments:

Important notes:

- If you will be traveling internationally, you must register with [UW Global Travel](#).
- You must submit receipts and a request for reimbursement within 90 days of your return from travel. Please give us plenty of time to submit the request.
- If you plan to purchase a business class flight, the Chair and CAS Dean must approve beforehand.
- Confirm that you are spending less than the daily maximum lodging rate or have a reason to exceed it. If you stay in a "Conference Hotel, the cost can go 50% over the usual per diem rate.
- If a credit card is used, that card must be in your name.
- You cannot pay for another traveler and have them, or you, be reimbursed for their payment. Each person must show their own receipt of having paid to be reimbursed! This is why group AirBnbs are not a good choice if you want to be reimbursed.
- If you are **taking personal time** during this trip,
 - Please provide a **comparison airfare!** This is an actual itinerary that shows the cost of flying if you were not taking personal time. It must be made the same date you book your actual flights, and show the itinerary and final charge. It is best to save it as a pdf. If you make a screen shot, be sure it includes all required information. Submit your airfare receipt.
 - A **travel log** is also helpful. See the example below. Submit it when you submit receipts and travel reimbursement form.

SAMPLE TRAVEL LOG			
12/1	Chicago, IL	Business	Attend conference
12/2-12/3	Evanston, IL	Personal	
12/4-12/5	Springfield, IL	Business	Research at Central University
12/6	Peoria, IL	Personal/Business	Personal Time from 8am-12pm; Research at archive
12/7	Springfield, IL	Business	Return flight to Seattle

Chair's approval:

Date:

UW Geography: Travel Reimbursement Request

Complete this form after your travel

Traveler Name:

Today's Date:

Purpose (attach printed conference agenda):

Destination(s):

City of Departure:

Date:

Departure Time:

City Returned From:

Date:

Departure Time:

Date Returned to Seattle:

Arrival Time:

Personal time included in this trip? ☐ No ☐ Yes

Trip Expenses

Please provide a receipt for each item listed (except meal per diem).

*Airfare (attach itinerary with cost listed) ☐ Yes

*Lodging ☐ Yes

If hotel daily rate exceeds per diem rates, you may qualify for full reimbursement if any of the following is true

☐ Conference Hotel ☐ Health and Safety ☐ Suite required ☐ Special Event/Disaster ☐ Lower Cost Overall

*Meal Per Diem (No receipt necessary). ☐ Yes _____

Indicate which meals and which dates you'd like to get reimbursed for the meal per diem. If you travelled to different cities, provide a travel log to Cecil so the per diem rate per city can be referenced.

*Conference Meals

If meals were provided, please specify ☐ Yes _____

*Meals Reimbursed by Receipt ☐ Yes

*Registration ☐ Yes

*Mileage (provide Google Map) ☐ Yes

*Car Service ☐ Yes

*Other: _____

*Other: _____

Comments: _____

I certify that these expenses were for official University of Washington business and that I am not being reimbursed for these expenses from any other source.

Traveler's signature

Date