

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 Cecil (abatac@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.)

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. Sooner is always preferred.
- 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. Check with Cecil or check directly for [domestic](#) or [foreign](#) rates.
- If a credit card is used, that card must be in your name.
- If you are taking personal time during this trip please provide a **comparison airfare and travel log** when you submit receipts and travel reimbursement form. Example 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