

UW GEOGRAPHY DEPARTMENT
Pre-Travel Approval Form for UW Travelers*

- ☐ If grant budget, to PI
- ☐ To Fiscal Specialist for review
- ☐ To Chair for pre-approval
- ☐ Fiscal Specialist copies Traveler

Date: _____ **Name:** _____ **Geography Budget Name/Number:** _____

☐ Direct Deposit ☐ Check *If using a grant, PI name:* _____

Purpose of the Trip at each Destination (attach printed conference agenda): _____

Destination(s): _____

City of Departure: _____ **Date:** _____ **Departure Time:** _____

City Returned From: _____ **Date:** _____ **Departure Time:** _____

(For Post-Trip Use Only) **Date Returned to Seattle:** _____ **Arrival Time:** _____

Did you add personal time to business trip? ☐ No ☐ Yes (see reverse side for info required by UW Travel)

Description of Estimated Trip Expenses (Geography Dept. claims only)	Estimated	Actual
Name of Airline/Rail Carrier: _____ (attach itinerary to each claim) ☐ Coach/Economy ☐ Business/First Class Chair & Dean of Arts & Sciences must PRE-APPROVE business/first class BEFORE ticket purchase.	\$ _____	\$ _____
Federal LODGING per Diem Allowance: \$ _____ Hotel's Lodging Rate per Day: \$ _____ × _____ Days = _____> Is daily hotel rate > federal lodging rate? ☐ No-stop here ☐ Yes-see below If yes, I qualify for reimbursement at higher hotel rate based on exception below: ☐ Conference hotel ☐ Lower cost overall ☐ Suite required ☐ Special event/Disaster ☐ ADA/Health & Safety See reverse side for special documentation required for each exception & links to per diem rates.	\$ _____	\$ _____
Federal MEAL per Diem Allowance: \$ _____ List meals provided by conference (date+breakfast/lunch/dinner): _____ _____ List below meals you want to claim each day. To estimate cost per meal, divide meal per diem allowance by 3. (Reminder: meal receipts required only when you purchase meals for other UW business travelers). _____ _____	\$ _____	\$ _____
Miscellaneous Expenses - Registration, taxi (show point of pickup and drop-off), privately-owned vehicle mileage (attach Mapquest), subway/transit fares (need record of each trip/cost), car rental + gas (must be in traveler's name; see staff for extra insurance restrictions), phone, internet access. Attach additional sheets as needed. _____ _____ _____	\$ _____	\$ _____

Estimated Geography Trip Expenses: \$ _____

Actual Geography Reimbursement Requested: \$ _____

Notes: _____

Original ITEMIZED receipts (or approved perjury statements) are required for all but meal expenses. Traveler will need to perform currency conversions for any item purchased with foreign currency & attach OANDA print-outs with receipts. (<http://www.oanda.com/currency/converter/>) **Please return original receipts & other required documentation with your copy of this previously signed approval form.** Please explain/justify any significant increase in reimbursement requested over the pre-approved trip estimate.

***All travel paid on UW funds requires pre-approval by Department Chair & by PI for grants. If charging a grant, PI signature below certifies that grant terms provide for funding these travel expenses.**

Grants Only - PI Signature: _____

Date: _____

Department Chair Approval: _____

Date: _____

ATTENTION GRAD STUDENTS

Have you met with Fiscal Specialist yet? They can help with airfare/rail ticket purchase and paying conference registration fees. They will also answer your questions about documentation needed for travel or field research expense reimbursements.

PERSONAL TIME/TRAVEL

Adding personal time/travel with a business trip is allowable **only** when all the following conditions exist:

- Primary purpose of trip is official UW business
- Approved leave is used during personal portion of trip
- UW does not incur any extra expenses beyond what it would normally incur for UW business

STEP 1: When airfare includes personal time, attach a travel log to show UW business portion and personal portion. See sample travel log below.

*When one day is split between UW business and personal time, show time personal time begins and ends in DESCRIPTION section. You do not need to describe personal activity, only start and stop time for personal portion of trip.

Sample log of UW business/personal activity (attach additional pages if necessary)

Date	Location	Personal/Business	Description*
12/1	Chicago, IL**	Business	Attend conference
12/2 – 12/4	Evanston, IL	Personal	
12/5	Springfield, IL	Business	Research at Central University
12/5	Peoria, IL	Personal/Business	Begin personal time 8AM; end personal time at noon
12/6	Springfield, IL**	Business	Return to Seattle

STEP 2: **If the destination city is different than the city you returned to Seattle from, please attach a business-only airfare cost comparison and a travel log. Reimbursement is cost of actual ticket OR value of round trip business-only comparison itinerary at the lowest available coach fare, whichever is LESS. (<http://f2.washington.edu/fm/travel/responsibility#personal>)

LODGING & MEAL PER DIEM RATES (You may not claim meals during personal portion of your trip).

Domestic (USA): <http://www.gsa.gov/portal/content/104877>

Foreign: http://aoprals.state.gov/web920/per_diem.asp

EXCEPTIONS TO LODGING ALLOWANCE (WITH REQUIRED DOCUMENTATION)

Effective Jan 1st, 2015 the TRAVELER must provide the back-up documentation described below that supports the lodging exception reason used for exceeding the allowable lodging per diem rate for the travel location. Links to per diem rates are given below. Lodging expense over allowance up to 150% of total per diem rate (lodging & meals) is allowed with prior approval from an authorized person (*generally dept chair & grant PI*) if one of these exceptions applies:

1. **Conference Hotel:** Traveler attends a meeting, conference, convention, or training session where they are expected to have UW business interaction with other participants in addition to scheduled events. As well, the maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
 - ✓ Please attach a PDF or screenshot of hotel listed as conference, meeting, and convention or training location, or a PDF/screenshot documenting place to stay recommended by conference organizers
2. **Lower Cost Overall:** When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, & the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation & other costs.
 - ✓ Please attach hotel & ground transportation comparisons that show it was cheaper to stay at hotel close to conference that charged more than lodging per diem rate than to stay farther away at less expensive hotel & pay for taxi/bus/metro ground transportation to conference site each day
3. **Suite Required:** When meeting room facilities are necessary & it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room & a room for lodging. Note: Conference room/event space rental is not reimbursable as travel, it must be purchased separately. (<http://f2.washington.edu/fm/travel/miscexpenses#purchasing>)
 - ✓ Please attach UW business explanation requiring suite
4. **Special Event or Disaster:** When costs in the area have escalated for a brief period of time either during special events or disasters.
 - ✓ Please attach newspaper article or screenshot showing special event or disaster
5. **ADA/Health & Safety:** To comply with provisions of the Americans with Disabilities Act or when the health & safety of the traveler is at risk.
 - ✓ Please attach the need for accommodation to be confirmed by department administrator or higher. This may require a medically confidential Accommodation Request form submitted through UW Disability Services
<http://www.washington.edu/admin/dso/facstaff/index.html>
6. **Non-UW Traveler:**
 - ✓ Don't use this form. Instead, submit "Geography Visitor Travel Pre-Approval Form"