



UNIVERSITY of WASHINGTON | BOTHELL

PRE-TRAVEL APPROVAL REQUEST FOR FUNDING

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Type:  Faculty  Staff  Student  Other \_\_\_\_\_

Travel Dates: \_\_\_\_\_ Destination(s): \_\_\_\_\_

Yes  No: Will personal time be included in this travel? (If yes, list the dates/times and locations below)

Dates/Times: \_\_\_\_\_ Location(s): \_\_\_\_\_

Yes  No: Is any portion of this trip paid by an outside source? (If yes, describe below, including amount)

Describe and Amount: \_\_\_\_\_

Yes  No: [OFM SAAM 10.30.20.a](#): I request approval for lodging expenses over the allowable lodging per diem rate.

Yes  No: Is this international travel? (If yes, send travel itinerary to [travelregistry@uw.edu](mailto:travelregistry@uw.edu) prior to departure. More information: <http://www.washington.edu/globalaffairs/global-travelers/travelregistry>)

**REASON FOR TRAVEL:** Please describe business purpose of the trip.

FUNDING:	Estimated \$	Approved \$	Budget #(s)/%	PCA Codes
Airfare				
Lodging				
Meal Per Diem				
Registration Fees				
Other Expenses (e.g. ground transportation)				
<b>Total</b>				

**APPROVAL:**

Traveler Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Authority

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Optional Second Budget

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_