



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: I request approval for lodging expenses over the allowable [lodging per diem rate](#).

Yes No: Is this international travel? (If yes, click here to register prior to departure: [Global Affairs Travelers](#))

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

EXPENSES:	Estimated \$	Approved \$	Worktags: Cost Center, Resource, Balancing Unit, Function, Fund; etc. (Grant, Gift, Program, if any)
Airfare			
Lodging			
Meal Per Diem			
Registration Fees			
Other Expenses (e.g. ground transportation)			
Total			

**Please note this is a funding approval for travel expenses. All expenses will be reimbursed based on compliance with Washington state laws and University policies.*

APPROVAL:

Traveler Signature: _____ Print Name: _____ Date: _____

Supervisor Signature: _____ Print Name: _____ Date: _____

Budget Authority Signature: _____ Print Name: _____ Date: _____

Additional Budget Signature: _____ Print Name: _____ Date: _____