



# 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)			
<b>Total</b>			

*\*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: \_\_\_\_\_