



Group Travel Pre-Authorization Form

Approved Copy to: _____

Room: _____

Date Prepared: _____

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">PART I</div> <p>Business Purpose: _____</p> <p><i>(a brief statement of how the trip will benefit the UW or specifically benefits a grant budget)</i></p> <p>_____</p> <p>Destination: _____</p> <p>Dates of Travel: _____</p> <p>Other Comments: _____</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">PART III</div> <p>Approval of travel and budget allocation distribution:</p> <p>Budget Number: _____ Project Code: Task Opt Project (Business Use <input type="text"/> <input type="text"/> <input type="text"/></p> <p>PI Approval: _____ (required)</p> <p>Finance/Grant Approval: _____ (required)</p> <p>Total from below: \$ <input type="text"/> - <input type="text"/></p>
--	--

PART II Expense Estimates:

	Name	Airfare	Meals	Lodging*	Registration**	Car Service	Other	Total	Personal Time		Traveller Signature***
									Y	N	
1								-			x
2								-			x
3								-			x
4								-			x
5								-			x
6								-			x
7								-			x
8								-			x
9								-			x
#								-			x
	Subtotals	-	-	-	-	-	-	-			

*If the per night lodging rate will exceed the allowed per diem rate, you must provide justification and documentation or obtain prior approval from a dean or administrator.

**Attach copy of registration form and meeting agenda. If registration includes meals, please deduct from the total above.

I have considered the expected benefits of the travel and whether an alternative approach could achieve the same results. By signing below you attest that the benefit of the travel is necessary for UW business.

Dean/Administrator/Chair

ROUTING: Traveler --> Chair or PI --> Dean's Office --> copy to Traveler

