



# Travel Pre-Authorization Form

Traveler Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

<b>PART I</b>	<p>Business Purpose: _____  <i>(a brief statement of how the trip will benefit the UW or specifically benefits a grant budget)</i></p> <p>Destination: _____ Dates of Travel: _____</p> <p>Other Comments: _____</p>				<p style="text-align: center;">Check Boxes</p> <table style="width:100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td>Personal Time</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>(If Yes, include comp fare with airfare. Get this when you arrange your tickets)</i></td> </tr> <tr> <td>Non-UW Traveler</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Honorarium Amount: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Y	N	Personal Time	<input type="checkbox"/>	<input type="checkbox"/>	<i>(If Yes, include comp fare with airfare. Get this when you arrange your tickets)</i>			Non-UW Traveler	<input type="checkbox"/>	<input type="checkbox"/>	Honorarium Amount: _____	<input type="checkbox"/>	<input type="checkbox"/>																								
	Y	N																																										
Personal Time	<input type="checkbox"/>	<input type="checkbox"/>																																										
<i>(If Yes, include comp fare with airfare. Get this when you arrange your tickets)</i>																																												
Non-UW Traveler	<input type="checkbox"/>	<input type="checkbox"/>																																										
Honorarium Amount: _____	<input type="checkbox"/>	<input type="checkbox"/>																																										
<b>PART II</b>	<b>PART III BUSINESS OFFICE USE ONLY</b>																																											
<p>Expense estimates:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;">Airfare _____</td> <td style="width: 50%;">Car Service Taxi/Uber/Lyft/Airporter _____</td> </tr> <tr> <td>Meals _____</td> <td>Car Rental _____</td> </tr> <tr> <td>Lodging* _____</td> <td>Mileage _____</td> </tr> <tr> <td>Registration** _____</td> <td>Other Business Expense _____</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: _____</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>*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.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>**Attach copy of registration form and meeting agenda. If registration includes meals, please deduct from the total above.</p> </div> <p>_____ Dean/Administrator/Chair</p>	Airfare _____	Car Service Taxi/Uber/Lyft/Airporter _____	Meals _____	Car Rental _____	Lodging* _____	Mileage _____	Registration** _____	Other Business Expense _____	Total: _____		<p>Approval of travel and budget allocation distribution:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Budget Number</th> <th style="width: 15%;">Amount</th> <th style="width: 20%;">PI Approval (required)</th> <th style="width: 20%;">Finance/Grant Approval (required)</th> <th style="width: 30%;">Project Code (Business Office Use)</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr> <tr> <td colspan="2" style="text-align: right;">Total: _____</td> <td colspan="3"></td> </tr> </tbody> </table> <p style="text-align: right;">Is the funding for trip capped? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: right;">Amount: _____</p>				Budget Number	Amount	PI Approval (required)	Finance/Grant Approval (required)	Project Code (Business Office Use)	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Total: _____				
Airfare _____	Car Service Taxi/Uber/Lyft/Airporter _____																																											
Meals _____	Car Rental _____																																											
Lodging* _____	Mileage _____																																											
Registration** _____	Other Business Expense _____																																											
Total: _____																																												
Budget Number	Amount	PI Approval (required)	Finance/Grant Approval (required)	Project Code (Business Office Use)																																								
_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																								
_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																								
_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																								
_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																								
Total: _____																																												

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.

x \_\_\_\_\_  
Traveler's Signature Date

Approved Copy to: \_\_\_\_\_

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