Travel Pre-Authorization Form

PART I

Business Purpose: 
(a brief statement of how the trip will benefit the UW or specifically benefits a grant budget)

Destination: 
Dates of Travel:

Other Comments:

Check Boxes

Y  N

Personal Time
(If Yes, include comp fare with airfare. Get this when you arrange your tickets)

Non-UW Traveler

Honorarium  Amount: ______

PART II

Expense estimates:

Airfare ______ Car Service ______
(For Taxi/Uber/Lift/Airporter)

Meals ______ Car Rental ______

Lodging* ______ Mileage ______

Registration** ______ Other Business Expense ______

*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.

Total: $ ______

PART III

Approval of travel and budget allocation distribution:

Budget Number  Amount  PI Approval (required)  Finance/Grant Approval (required)  Project Code (Business Office Use)

Total: $ ______

Is the funding for trip capped?  Yes  No

Amount: ______

Dean/Administrator/Chair

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 ___________________________ Approved Copy to: ___________________________ Room: ___________________________
Traveler's Signature  Date

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