

TREQ: Multi-City Travel – Voluntary Travel

This scribe shows you how to submit a travel request for trips involving multiple cities for networking events, conferences, or partnership-building activities.



A Travel Pre-Authorization is REQUIRED before any travel takes place.

If you will be traveling out of the country, you must register with [UW Global Travel](#) before traveling.

Submitting a Travel Pre-Authorization for Multi-City Travel

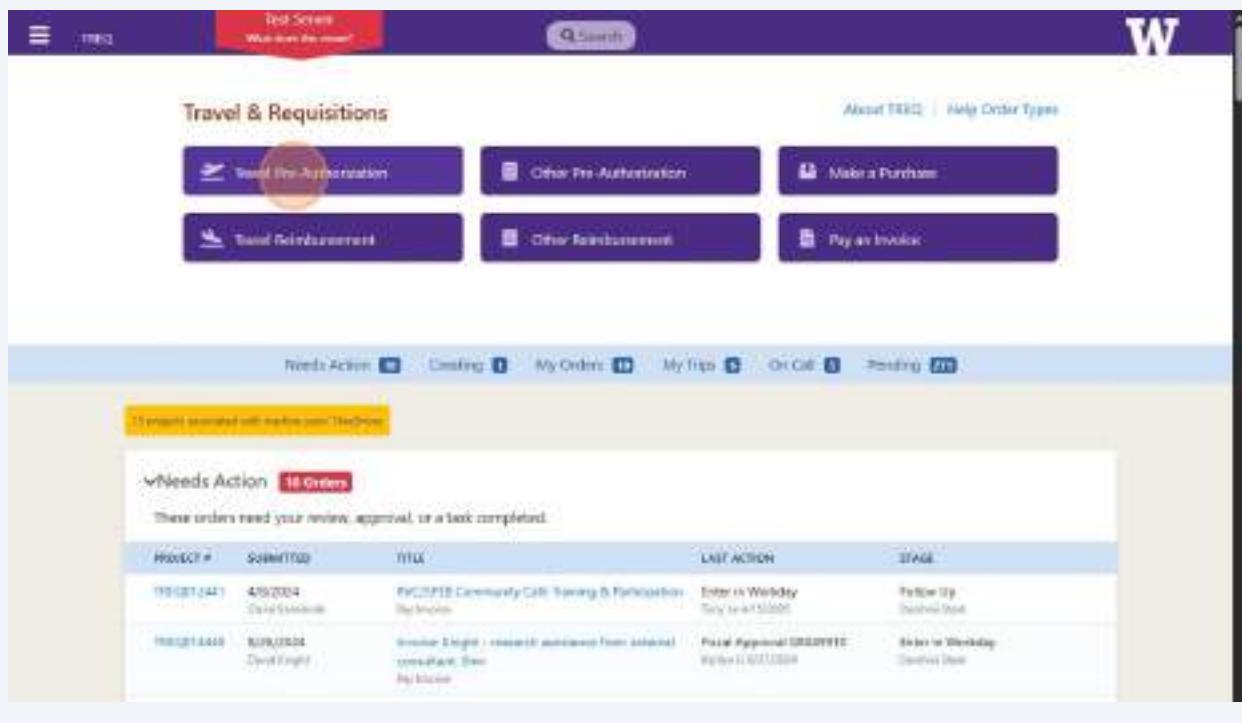
1

Navigate to <https://educ.uw.edu/treq/>

The screenshot shows a web-based travel management system. At the top, there is a navigation bar with links: 'Needs Action' (highlighted in blue), 'Creating', 'My Orders', 'My Trips', 'On Call', and 'Pending'. Below the navigation bar, a yellow banner reads '10 pending documents with 10 documents submitted'. A sub-header 'Needs Action' with a red '10 Orders' badge is displayed. A message below states 'These orders need your review, approval, or a task completed.' A table lists 10 travel orders, each with columns for 'REQUEST #' (e.g., REQ-012345, REQ-012346, etc.), 'SUBMITTED' (date), 'TITLE' (e.g., 'PuC/KPSE Community Cafe Training & Partnership', 'W-0000-Knight - Research assistance from external consultant, Jerry', etc.), 'LAST ACTION' (e.g., 'Entered Workkey', 'Fiscal Approval (F01029913)', 'Entered Workkey', etc.), and 'STAGE' (e.g., 'Follow Up', 'Entered Workkey', etc.).

REQUEST #	SUBMITTED	TITLE	LAST ACTION	STAGE
REQ-012345	4/6/2024, 10:00 AM	PuC/KPSE Community Cafe Training & Partnership - Jerry	Entered Workkey (by Jerry on 4/7/2024)	Follow Up
REQ-012346	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Fiscal Approval (F01029913) (by Jerry on 4/7/2024)	Entered Workkey
REQ-012347	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012348	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012349	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012350	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012351	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012352	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey
REQ-012353	4/6/2024, 10:00 AM	W-0000-Knight - Research assistance from external consultant, Jerry	Entered Workkey (by Jerry on 4/7/2024)	Entered Workkey

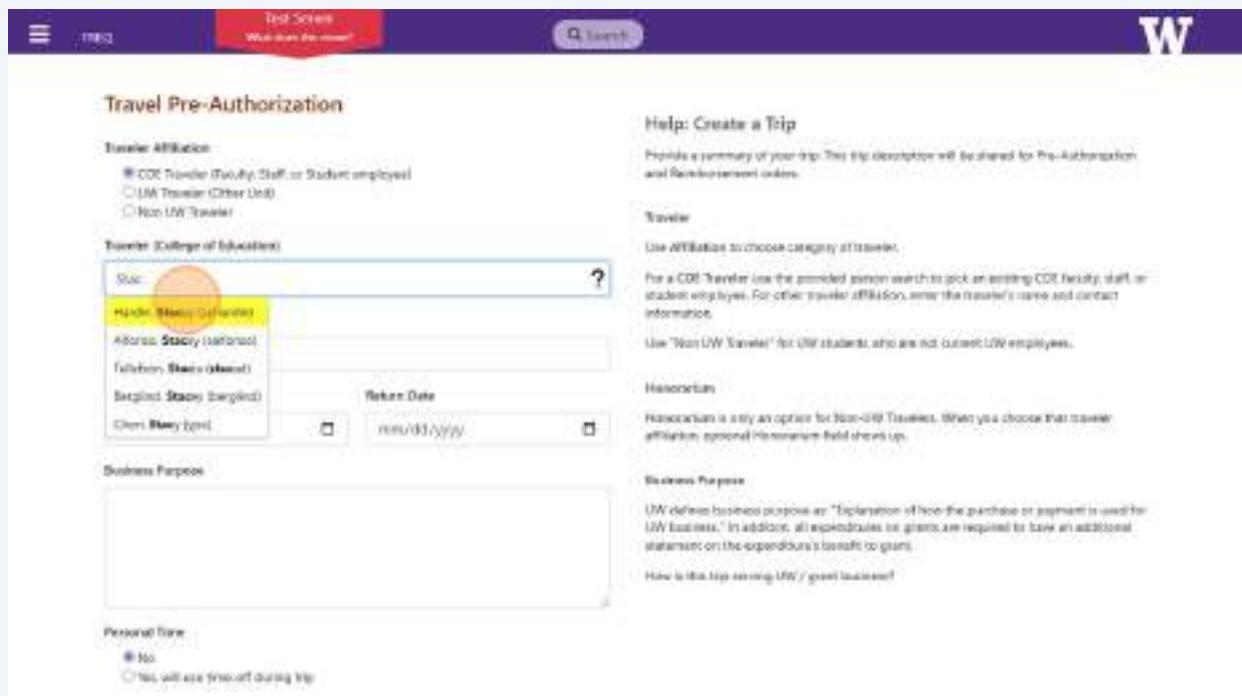
2 Click "Travel Pre-Authorization"



The screenshot shows the 'Travel & Requisitions' page. At the top, there are several buttons: 'Travel Pre-Authorization' (highlighted with a red circle), 'Other Pre-Authorization', 'Make a Purchase', 'Travel Reimbursement', 'Other Reimbursement', and 'Pay an Invoice'. Below these buttons, there is a section titled 'Needs Action' with a count of 16 Orders. The table under 'Needs Action' lists two orders:

Project #	Submit Date	Title	Last Action	Status
1998812441	4/29/2024 David Lengsfeld	PC/CPTE Community Call: Training & Participation By Month	Enter in Workday Today 10:50:00	Pending Approval
1998812448	5/29/2024 David Lengsfeld	Reserve flight - research assistance from abroad consultant, (two) By Month	Partial Approval 1998812448 05/29/2024 10:50:00	Pending Approval

3 Update the traveler section with the name of the traveler.



The screenshot shows the 'Travel Pre-Authorization' form. In the 'Traveler' section, there is a dropdown menu for 'Traveler (College of Education)'. The dropdown is open, showing several options: 'Master Status (COPilot)', 'Master Status (Captain)', 'Master Status (Co-Captain)', 'Sergent Status (COPilot)', 'Sergent Status (Captain)', and 'Client/Buddy (COPilot)'. The option 'Master Status (COPilot)' is highlighted with a red circle. To the right of the dropdown, there are fields for 'Return Date' (set to '05/29/2024') and 'Home/return'. Below the traveler section, there is a 'Business Purposes' field and a 'Business Pre-pause' section with a note about UW defining business purposes as "Explanation of how the purchase or payment is used for UW business." At the bottom, there is a 'Personal Use' section with two radio button options: 'No' (selected) and 'Yes, will use pre-pause during trip'.

4

In the "Destination" field put the country and cities being traveled to

Traveler Affiliation

COE Traveler (Faculty, Staff, or Student employee)
 UW Traveler (Other Unit)
 Non UW Traveler

Traveler (College of Education)

Harbin, Stacey (selfardir)

Destination

China, Shanghai & Suzhou

Departure Date mm/dd/yyyy

Return Date mm/dd/yyyy

Business Purpose

Personal Time

No
 Yes, will use time-off during trip

Help: Create a Trip

Provide a summary of your trip. This trip description will be shared for Pre-Authorization and Reimbursement orders.

Traveler

Use AFFILIATION to choose category of traveler.

For a COE Traveler use the provided person search to pick an existing COE faculty, staff or student employee. For other traveler affiliation, enter the traveler's name and contact information.

Use "Non UW Traveler" for UW students who are not current UW employees.

Honorarium

Honorarium is only an option for Non-UW Travelers. When you choose affiliation, optional Honorarium field shows up.

Business Purpose

UW defines business purpose as "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures on grants are required to have an additional statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

Save & Continue

5

In the "Departure Date" field put the day the trip starts

Travel Pre-Authorization

Traveler Affiliation

COE Traveler (Faculty, Staff, or Student employee)
 UW Traveler (Other Unit)
 Non UW Traveler

Traveler (College of Education)

Harbin, Stacey (selfardir)

Destination

China, Shanghai & Suzhou

Departure Date mm/dd/yyyy

Return Date mm/dd/yyyy

Business Purpose

Personal Time

No
 Yes, will use time-off during trip

Help: Create a Trip

Provide a summary of your trip. This trip description will be shared for Pre-Authorization and Reimbursement orders.

Traveler

Use AFFILIATION to choose category of traveler.

For a COE Traveler use the provided person search to pick an existing COE faculty, staff or student employee. For other traveler affiliation, enter the traveler's name and contact information.

Use "Non UW Traveler" for UW students who are not current UW employees.

Honorarium

Honorarium is only an option for Non-UW Travelers. When you choose that traveler affiliation, optional Honorarium field shows up.

Business Purpose

UW defines business purpose as "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures on grants are required to have an additional statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

Save & Continue

6 In the "Return Date" field put the day the trip ends

Travel Pre-Authorization

Traveler Affiliation

CDE Traveler (Faculty, Staff, or Student employee)
 UW Traveler (Other Unit)
 Non UW Traveler

Traveler (College of Education)

Hardin, Sherry (hardtsh)

Destination

China: Shanghai & Suzhou

Departure Date

08/28/2025

Return Date

mm/dd/yyyy

Business Purpose

Business Purpose

UW defines business purpose as "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures or grants are required to have an additional statement on the expenditure's benefit to grants.

How is this trip serving UW / grant business?

Personal Time

No
 Yes, will use time-off during trip

Save & Continue

7 Be sure to add a comprehensive business purpose. If there will be personal time, please mark that as well.

Travel Pre-Authorization

Traveler Affiliation

CDE Traveler (Faculty, Staff, or Student employee)
 UW Traveler (Other Unit)
 Non UW Traveler

Traveler (College of Education)

Hardin, Sherry (hardtsh)

Destination

China: Shanghai & Suzhou

Departure Date

08/28/2025

Return Date

10/06/2025

Business Purpose

Business Purpose

UW defines business purpose as "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures or grants are required to have an additional statement on the expenditure's benefit to grants.

How is this trip serving UW / grant business?

Personal Time

No
 Yes, will use time-off during trip

Save & Continue

8 Click "Save & Continue"

The screenshot shows a step in the travel request process. On the left, a text box contains the purpose of the trip: "Dr. Hardin will travel to China to strengthen UW's partnership with the Target Association for the Empowerment of Fundamental English Education. The trip will include school and teacher training site visits, meetings with education and leaders to understand local contexts, data collection on pedagogy and curriculum, and relationship-building to support long-term collaboration. Dr. Hardin will also identify culturally appropriate adaptations to UW's teaching methods." Below this is a "Personal Time" section with two radio button options: "No" (selected) and "Yes, will use time-off during trip." A "Save & Continue" button is at the bottom. On the right, a "Business Purpose" section is partially visible, with a note about UW defining business purpose as "Explanations of how the purchase or payment is used for UW business." It also asks, "How is this trip serving UW / your business?" A footer at the bottom of the screen shows the URL "https://travelrequest.uw.edu" and the text "© 2021 UW College of Education. Seattle, Washington".

9 To find out the per diem rates for the travel, click on the "Per Diem Rates" link

The screenshot shows the "Per Diem Rates" page for travel to China, Shanghai & Suzhou. The travel ID is TREQ018035. The travel details are: Traveler: Stacey Hardin, Destination: China, Shanghai & Suzhou, Dates: 8/28/2025 – 9/5/2025. The "Travel Items" section includes a "Travel Per Diem Rates" link. The "Per Diem Rates" link is highlighted with a red oval. Below it, the text states: "Nights of lodging and days of meals is based on travel dates of departure 8/28/2025, return 9/5/2025. Subtract any personal days." The "Lodging" section contains a list of instructions and a table for entering lodging details. The table includes fields for "Lodging Nights" (set to 5), "US GSA Per Diem" (set to 175), and "Lodging Limit" (\$1,875.00).

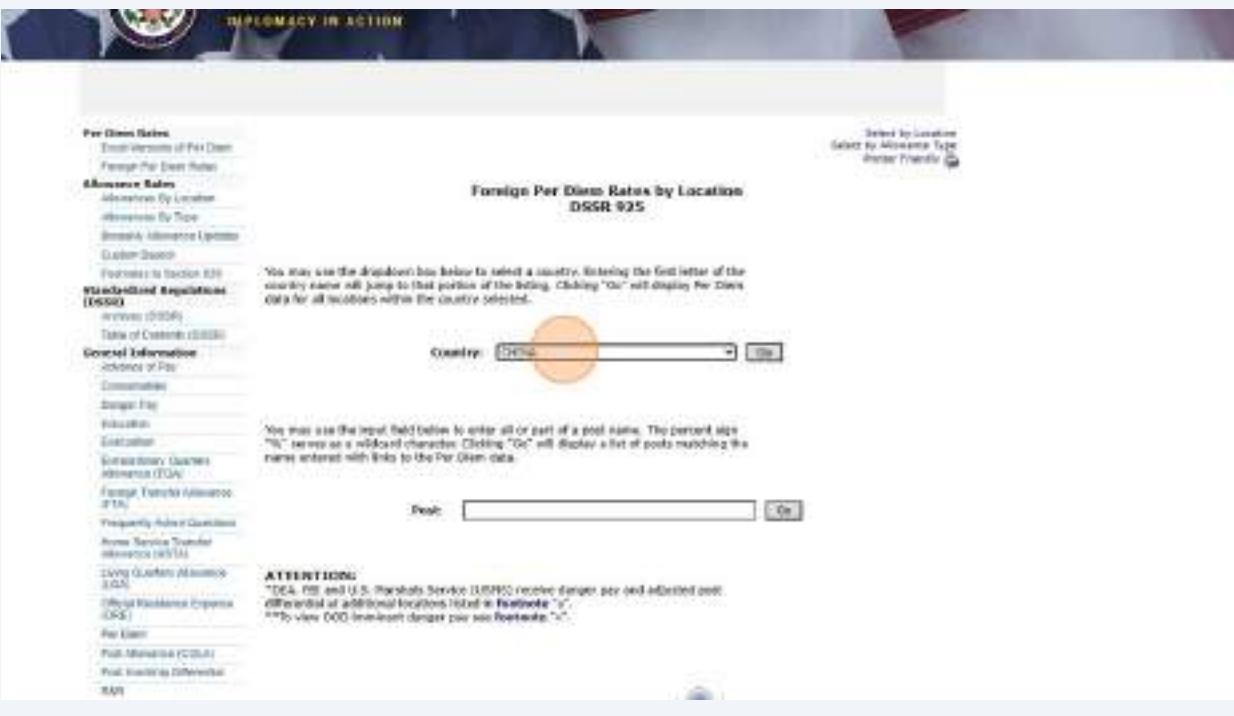
10

It will take you to the GSA website. To see international per diem, scroll down and click on "Visit the Department of State site >"

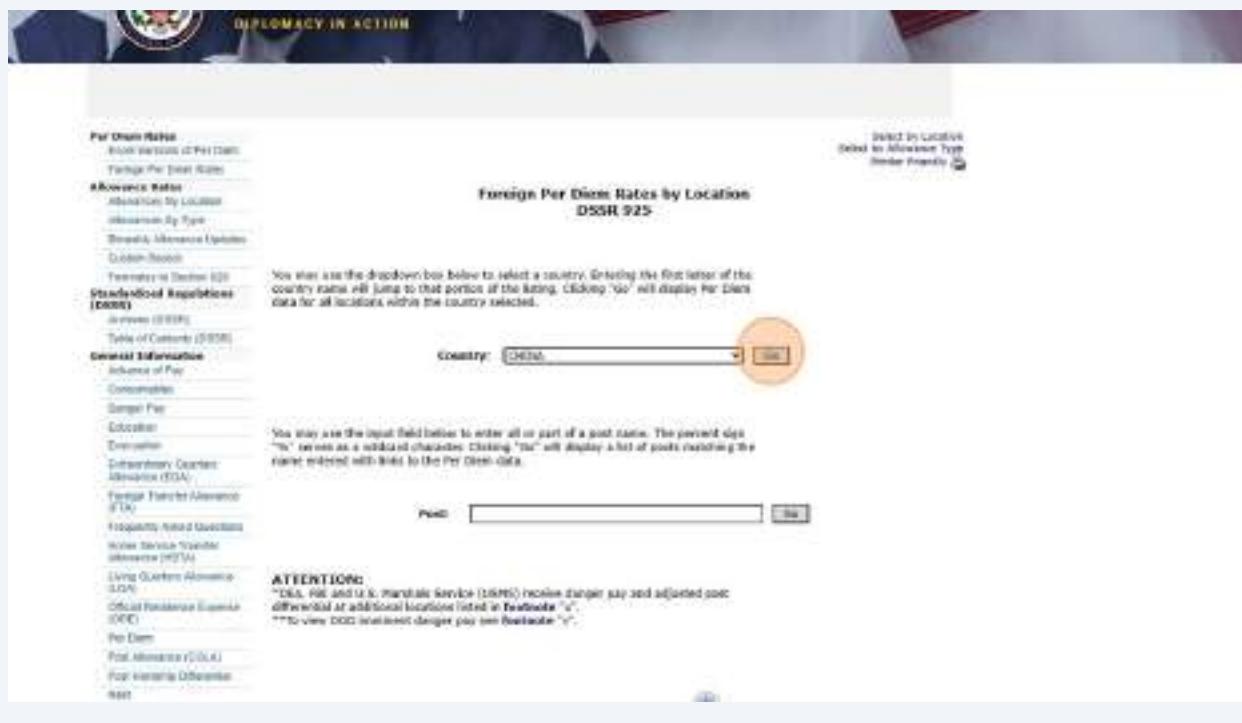


11

In the "Country" section, select the country being traveled to



12 Press "Go"



Foreign Per Diem Rates by Location
DSSR 925

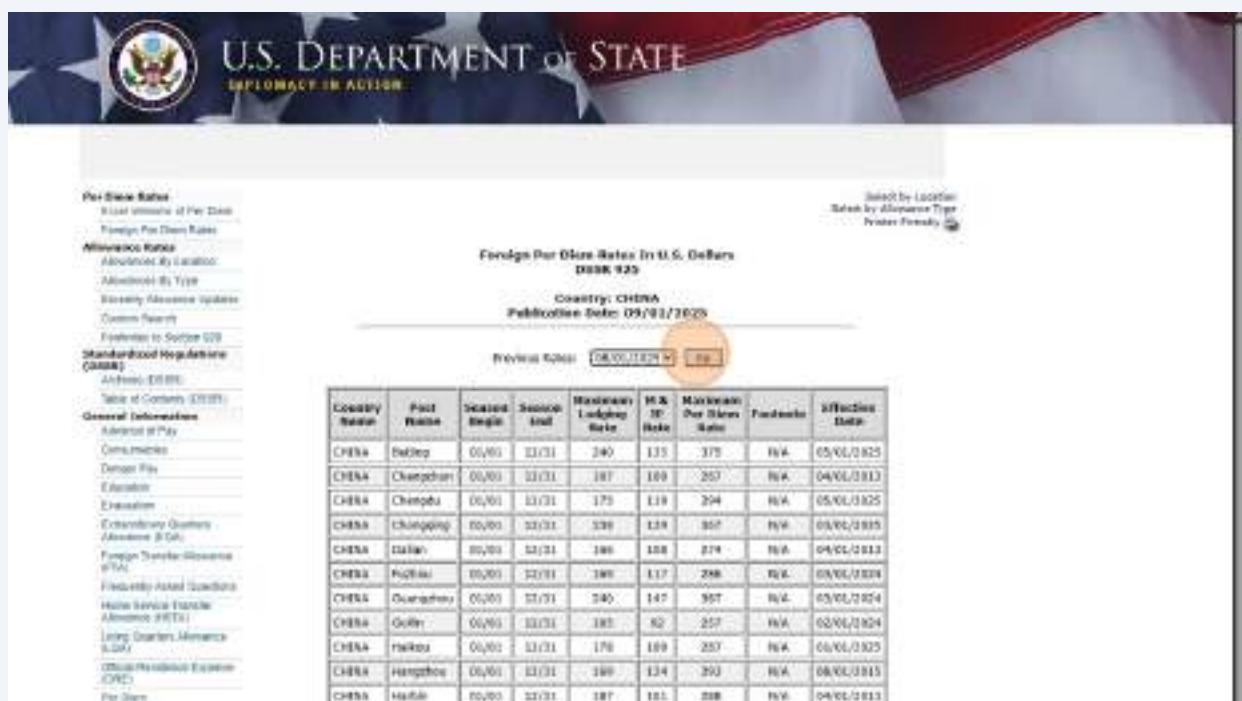
Country: CHINA

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Post:

ATTENTION:
DSSR, PDR and U.S. Mandate Service (USMS) receive danger pay and adjusted pay differential at additional locations listed in [Footnote "a"](#).
**To view DDCI related danger pay see [Footnote "b"](#).

13 Be sure the date at the top matches the travel dates. Click Submit



Foreign Per Diem Rates in U.S. Dollars
DSSR 925

Country: CHINA
Publication Date: 09/01/2025

Previous Rates:

Country Name	Post Name	Deemed Begin	Session End	Maximum Lodging Rate	M & R Rate	Maximum Per Diem Rate	Footnote	Effective Date
CHINA	Beijing	01/01	12/31	240	135	375	N/A	05/01/2025
CHINA	Chengdu	01/01	12/31	187	109	257	N/A	04/01/2025
CHINA	Chengdu	01/01	12/31	175	119	204	N/A	05/01/2025
CHINA	Chengdu	01/01	12/31	238	139	357	N/A	03/01/2025
CHINA	Chengdu	01/01	12/31	186	108	274	N/A	04/01/2025
CHINA	Fujian	01/01	12/31	180	117	258	N/A	03/01/2025
CHINA	Guangzhou	01/01	12/31	240	147	357	N/A	03/01/2025
CHINA	Guangzhou	01/01	12/31	185	102	257	N/A	02/01/2025
CHINA	Hainan	01/01	12/31	176	109	257	N/A	01/01/2025
CHINA	Hainan	01/01	12/31	189	134	352	N/A	03/01/2025
CHINA	Hainan	01/01	12/31	187	101	358	N/A	04/01/2025

14

Find the cities being traveled to for the per diem rates. Take the "Maximum Lodging Rate" for lodging and the "M & IE Rate" for meal per diem.

Home Service Transfer
General (M&IE)
Living Quarters Allowance
(LQA)
Official Residence Allowance
(ORCA)
Per Diem
Post Allowance (DOA)
Post Housing Differential
Rate
Representative Allowance
Separate Maintenance
Allowance (SMA)
Service-Readiness Allowance
Subsistence Allowance
Temporary Quarters
Subsistence Allowance
(TQSRA)
Quarterly Report (Excesses)
Report
Office of Allowances
Granted Use

CHINA	Chengdu	05/05	13/31	249	147	307	PER	05/05/2024
CHINA	Chongqing	05/05	13/31	249	82	257	PER	05/05/2024
CHINA	Harbin	05/05	13/31	179	109	257	PER	05/05/2024
CHINA	Hengzhou	05/05	13/31	189	134	290	PER	05/05/2024
CHINA	Hangzhou	05/05	13/31	187	131	298	PER	05/05/2024
CHINA	Jinan	05/05	13/31	183	128	272	PER	05/05/2024
CHINA	Lhasa	05/05	13/31	310	115	323	PER	05/05/2024
CHINA	Urumqi	05/05	13/31	181	131	298	PER	05/05/2024
CHINA	Wuhan	05/05	13/31	121	65	196	PER	05/05/2024
CHINA	Xiamen	05/05	13/31	187	137	294	PER	05/05/2024
CHINA	Xingtao	05/05	13/31	120	65	206	PER	05/05/2024
CHINA	Other	05/05	13/31	185	86	311	PER	05/05/2024
CHINA	Qingdao	05/05	13/31	283	188	314	PER	05/05/2024
CHINA	Taipei	05/05	13/31	329	128	307	PER	05/05/2024
CHINA	Shanghai	05/05	13/31	371	148	318	PER	05/05/2024
CHINA	Shenzhen	05/05	13/31	337	161	258	PER	05/05/2024
CHINA	Suzhou	05/05	13/31	132	45	227	PER	05/05/2024
CHINA	Taipei	05/05	13/31	234	124	316	PER	05/05/2024
CHINA	Urumqi	05/05	13/31	246	76	328	PER	05/05/2024
CHINA	Wuhan	05/05	13/31	184	109	238	PER	05/05/2024
CHINA	Xiamen	05/05	13/31	283	128	321	PER	05/05/2024
CHINA	Xian	05/05	13/31	390	119	308	PER	05/05/2024
CHINA	Zhuhai	05/05	13/31	178	128	298	PER	05/05/2024

15

TREQ will calculate per diem for only one city. Update the Lodging Nights to match with how many nights will be spent in the first city.

Travel Items

Travel Per Diem Rates

Per diem reimbursement rates for travel lodging and meals is set per destination by the U.S. General Services Administration (GSA).

[Per Diem Rates](#) | [UW Travel Policy](#)

Nights of lodging and days of meals is based on travel dates of departure 6/26/2025, return 9/6/2025. Subtract any personal days.

Lodging

- Enter number of nights at lodging
- Look up rate for your destination on GSA website
- Enter US GSA Per-Diem rate for Lodging (Daily) base for pass utilization and month of travel
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses
- You must provide receipts for lodging reimbursement
- Your Actual Lodging reimbursement may not exceed the Lodging GSA except special cases
- Reimbursement for Lodging GSA must have a journal reference

Lodging Nights: 6

US GSA Per-Diem:

Lodging Limit:

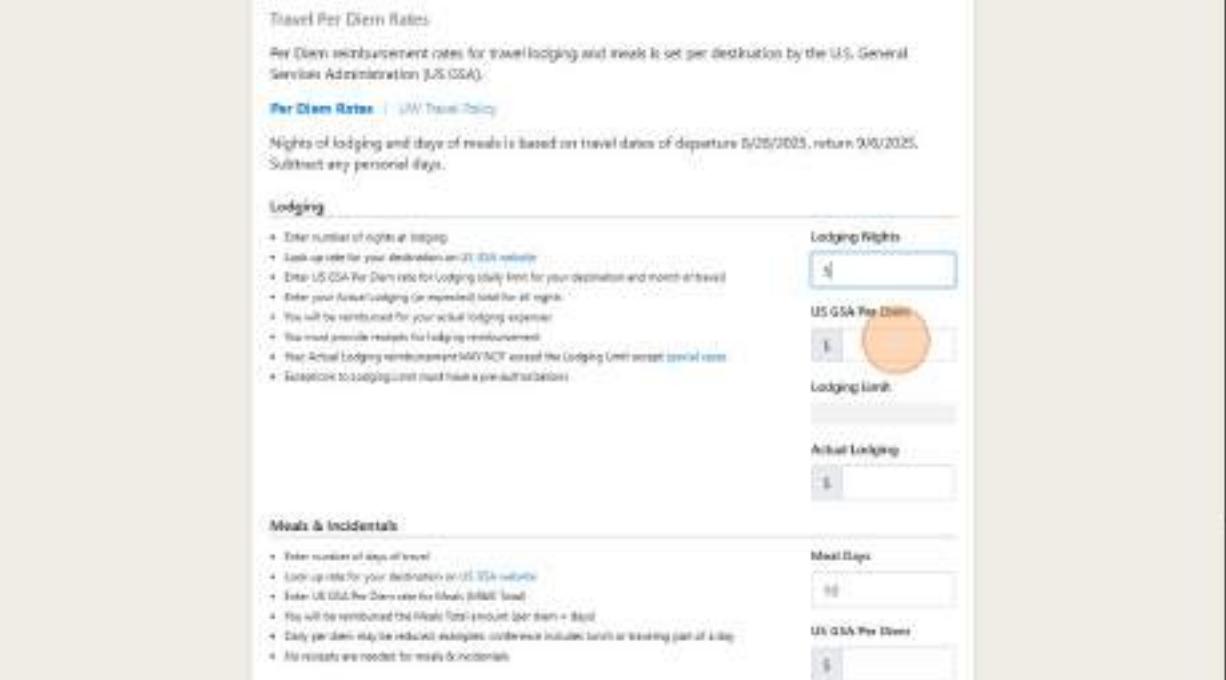
Actual Lodging:

Meals & Incidentals

- Enter number of days of travel
- Look up rate for your destination on GSA website
- Enter US GSA Per-Diem rate for Meals (Incentive)

Meal Days:

16 In the "US GSA Per Diem" field, enter the lodging per diem rate for the first city



Travel Per Diem Rates

Per Diem reimbursement rates for travel lodging and meals is set per destination by the US General Services Administration (US GSA).

[Per Diem Rates](#) | [UW Travel Policy](#)

Nights of lodging and days of meals is based on travel dates of departure 5/25/2025, return 5/30/2025. Subtract any personal days.

Lodging

- Enter number of nights of lodging.
- Look up rate for your destination on GSA website.
- Enter US GSA Per Diem rate for Lodging (Daily limit) for your destination and month of travel.
- Enter your Actual Lodging (or expected) total for all nights.
- You will be reimbursed for your actual Lodging expenses.
- You must provide receipts for Lodging reimbursement.
- Max Actual Lodging reimbursement (MAX) exceed the Lodging Limit except travel costs.
- Exceptions to Lodging Limit must have a pre-authorization.

Lodging Nights
3

US GSA Per Diem

Lodging Limit

Actual Lodging

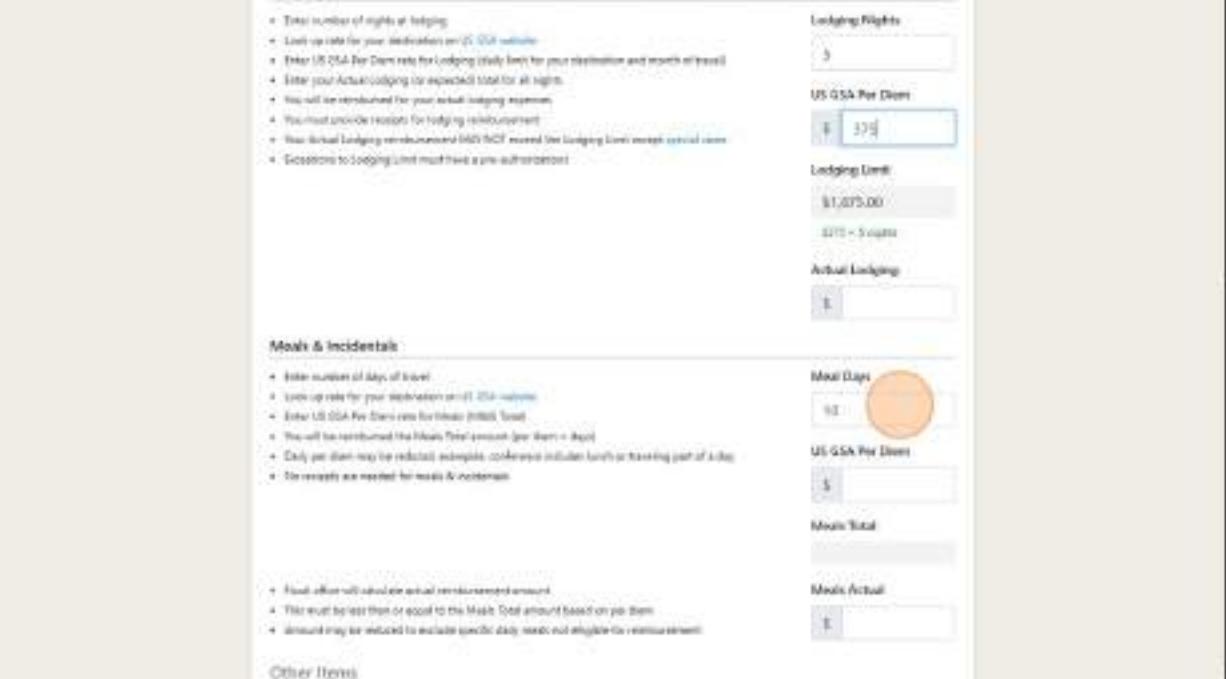
Meals & Incidentals

- Enter number of days of travel.
- Look up rate for your destination on GSA website.
- Enter US GSA Per Diem rate for Meals (Daily limit) based.
- You will be reimbursed the Meals Total (product (per item) + 30%).
- Daily per diem may be reduced if meal plan conference includes travel or traveling part of a day.
- All receipts are needed for meals & incidentals.

Meal Days
3

US GSA Per Diem

17 Update the "Meal Days" Update the Lodging Nights to match with how many nights will be spent in the first city.



Travel Per Diem Rates

Per Diem reimbursement rates for travel lodging and meals is set per destination by the US General Services Administration (US GSA).

[Per Diem Rates](#) | [UW Travel Policy](#)

Nights of lodging and days of meals is based on travel dates of departure 5/25/2025, return 5/30/2025. Subtract any personal days.

Lodging

- Enter number of nights of lodging.
- Look up rate for your destination on GSA website.
- Enter US GSA Per Diem rate for Lodging (Daily limit) for your destination and month of travel.
- Enter your Actual Lodging (or expected) total for all nights.
- You will be reimbursed for your actual Lodging expenses.
- You must provide receipts for Lodging reimbursement.
- Max Actual Lodging reimbursement (MAX) exceed the Lodging Limit except travel costs.
- Exceptions to Lodging Limit must have a pre-authorization.

Lodging Nights
3

US GSA Per Diem
\$375

Lodging Limit
\$1,075.00

Actual Lodging

Meals & Incidentals

- Enter number of days of travel.
- Look up rate for your destination on GSA website.
- Enter US GSA Per Diem rate for Meals (Daily limit) based.
- You will be reimbursed the Meals Total (product (per item) + 30%).
- Daily per diem may be reduced if meal plan conference includes travel or traveling part of a day.
- All receipts are needed for meals & incidentals.

Meal Days
3

US GSA Per Diem

Meals Total

Meals Actual

Other Items

18 In the "US GSA Per Diem" field, enter the meal per diem rate for the first city

Lodging Nights: 3
US GSA Per Diem: \$ 375
Lodging Unit: \$1,125.00
Actual Lodging: \$

Meals & Incidentals:
US GSA Per Diem: \$ 0
Meals Total: \$ 0
Meals Actual: \$

Other Items:

Day	Item	UPL	Amount	Line Total
1	Airfare	✓	0.00	0.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	Mileage	✓	0.00	0.00

19 Click the first line item to add the next city lodging per diem information

US GSA Per Diem: \$ 100
Meals Total: \$960.00
Meals Actual: \$

Other Items:

Day	Item	UPL	Amount	Line Total
1	Airfare	✓	0.00	0.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	Mileage	✓	0.00	0.00

+ More + Edit Save & Continue Add a Note

20

Start with the lodging per diem for the next city. Type "Lodging Per Diem (Country, City)"

The screenshot shows a software interface for managing travel expenses. At the top, there is a list of items with checkboxes and amounts: Car Service (0.00), Car Rental (0.00), and Mileage (0.00). Below this is a modal dialog for a specific item:

Qty	Item	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		0.00

Below the table, there is a URL input field with the placeholder "(Optional) Provide a link to a specific item to purchase." At the bottom of the dialog are three buttons: Save, Delete, and Cancel.

21

Update the "Amount" with the lodging per diem rate

The screenshot shows the same software interface as the previous step. The modal dialog for the 'Lodging Per Diem' item is open, and the 'Amount' field is highlighted with a large orange circle. The 'Amount' field contains the text 'Lodging Per Diem (China, Suzhou)'.

22 Update the "Qty" field with the number of nights in the city.

Enter items and capture actual reimbursement amount.

1. This will be used when it is used to file claims. Total amount based on per item.

4. Amount may be reduced to exclude specific items that are eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Airfare	✓	0.00	0.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	Meals	✓	0.00	0.00

Other Items

City	Item	Amount	Line Total
1	Loegeg Per Client (China, Shenzhen)	132	132.00

URL:

(Optional) Provide a link to a specific item to purchase.

Save **Delete** **Cancel**

23 Click "Save"

Enter items and capture actual reimbursement amount.

1. This will be used when it is used to file claims. Total amount based on per item.

4. Amount may be reduced to exclude specific items that are eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Airfare	✓	0.00	0.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	Meals	✓	0.00	0.00

Other Items

City	Item	Amount	Line Total
1	Loegeg Per Client (China, Shenzhen)	132	132.00

URL:

(Optional) Provide a link to a specific item to purchase.

Save **Delete** **Cancel**

24

Click the next line item to add the next city meal per diem information

• Only per diem may be claimed for meals. Actual meal expenses are being paid on a daily basis.

• No receipts are needed for meals & incidentals.

\$ 160	Meals Total
\$200.00	\$200.00
	110 x 8 days

• Total office will capture actual reimbursement amount.

• This total will be less than or equal to the Meals Total amount based on per diem.

• Amount may be reduced to exclude specific, daily meals not eligible for reimbursement.

Meals Actual:

Other Items:

Qty	Item	Unit	Amount	Line Total
1	Lodging - Mr. Green (Child, Subbox)	each	132.00	\$384.00
1	Transportation	each	0.00	0.00
1	Car Service	each	0.00	0.00
1	Car Rental	each	0.00	0.00
1	Mileage	each	0.00	0.00

Add Item **Less**

Save & Continue

Add a Note

25

In the "Item" type "Meal Per Diem (Country, City)"

1	✓ Car Service	/	0.00	✓	0.00
1	✓ Car Rental	/	0.00	✓	0.00
1	✓ Mileage	/	0.00	✓	0.00

[+ Item](#) [+ Tax](#)

Qty	Item	Amount	Line Total
1	Meal Per Diem (China: Suzhou)		0.00

URL

(Optional) Provide a link to a specific item to purchase

[Save](#) [Delete](#) [Cancel](#)

26 Update the "Amount" with the meal per diem rate

Enter the amount of the meal per diem.

• This meal service plan is used for the block. Total amount based on per item.

• Amount may be reduced to exclude specific daily meals not eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)	✓	132.00	\$165.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	All Ingr	✓	0.00	0.00

Amount

Qty: 1 Item: Meal Per Diem (China, Suzhou) Amount: Line Total: 0.00

URL:
(Optional) Provide a link to a specific item to purchase.

Save **Delete** **Cancel**

27 Update the "Qty" field with the number of days in the city.

Enter the amount of the meal per diem.

• This meal service plan is used for the block. Total amount based on per item.

• Amount may be reduced to exclude specific daily meals not eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)	✓	132.00	\$165.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	All Ingr	✓	0.00	0.00

Qty

Qty: Item: Meal Per Diem (China, Suzhou) Amount: Line Total: 0.00

URL:
(Optional) Provide a link to a specific item to purchase.

Save **Delete** **Cancel**

28 Click "Save"

Enter the amount you want to include in your budget.

• This will be less than or equal to the block's total amount based on per item.

• Amount may be reduced to reflect specific duty meals not eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Lodging Per Diem (China, Shenzhen)	✓	\$32.00	\$32.00
1	Transportation	✓	0.00	0.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	All Ingr	✓	0.00	0.00

Save **Delete** **Cancel**

29 Continue to update the line items with estimated costs, such as airfare and ride share.

Enter the amount you want to include in your budget.

• This will be less than or equal to the block's total amount based on per item.

• Amount may be reduced to reflect specific duty meals not eligible for reimbursement.

City	Item	Qty	Amount	Line Total
1	Lodging Per Diem (China, Shenzhen)	✓	\$32.00	\$32.00
1	Meals Per Diem (China, Shenzhen)	✓	95.00	\$285.00
1	Car Service	✓	0.00	0.00
1	Car Rental	✓	0.00	0.00
1	All Ingr	✓	0.00	0.00

Save **Delete** **Cancel**

30 Once you are done adding all the estimated costs, click "Save & Continue"

Other Items

City	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)	✓	132.00	\$346.00
1	Meal Per Diem (China, Suzhou)	✓	96.00	\$285.00
1	Airfare	✓	1,200.00	\$1,200.00
1	Transportation	✓	300.00	\$300.00
1	Mileage	✓	0.00	0.00

Save & Continue

Add a Note

Cancel This Trip

31 To create the corresponding TREQ folder, press the grey "Copy" button

TREQ018035

Travel: Stacey Hardin > China, Shanghai & Suzhou

From Pre-Authorization: Lodging

From: Stacey Hardin Destination: China, Shanghai & Suzhou Dates: 03/25/2025 – 04/05/2025

Upload Attachments

Create folder in OneDrive account

1TREQ018035

Copy

Open OneDrive Folder

Cancel

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

Help: Attachments

Frequently supplemental files are needed to process requests in TREQ. For example:

- Receipts stored as PDF files
- Signed Food Policy documents
- Commerce agendas
- Invoices to be paid

OneDrive

To make managing files easier for you and the fiscal team we are sharing files related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, ability to preview files online, and to share files with your team.

The fiscal office will designate a specific OneDrive folder you should use for your TREQ requests. A link will be provided to that folder within your TREQ Projects and Orders.

If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

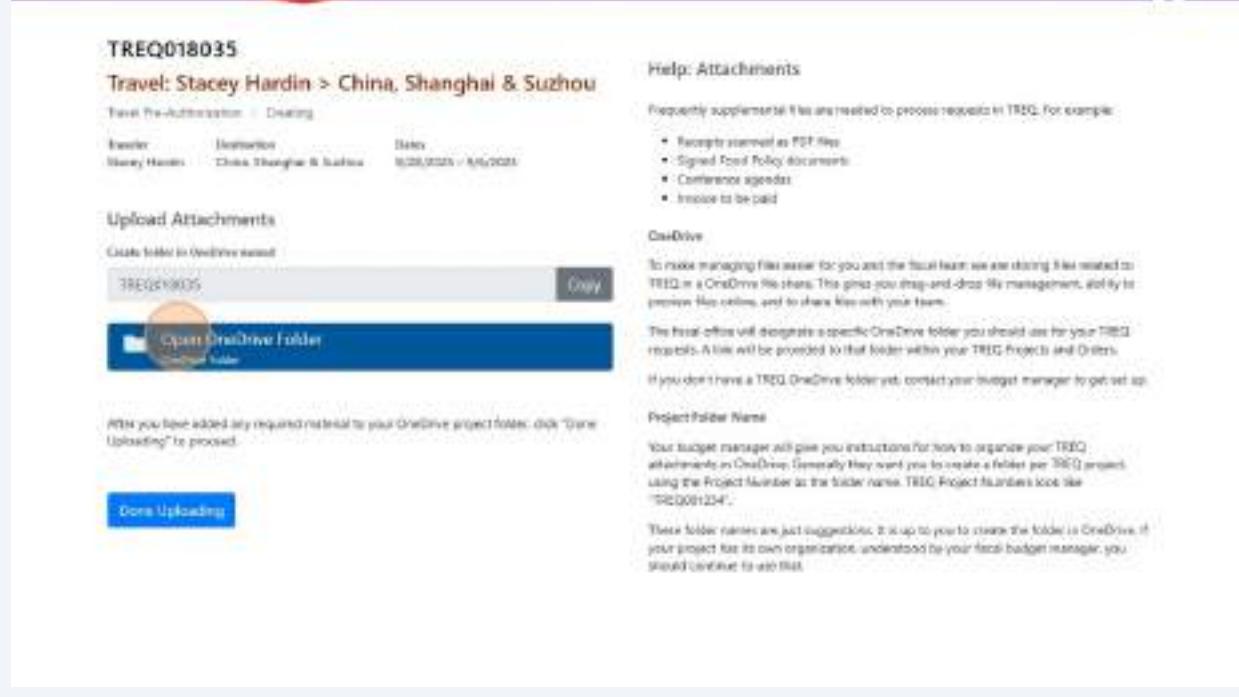
Project folder: None

Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they want you to create a folder per TREQ project, using the Project Number as the folder name. TREQ Project Number looks like "1TREQ018035".

These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization, understood by your fiscal budget manager, you should continue to use that.

32

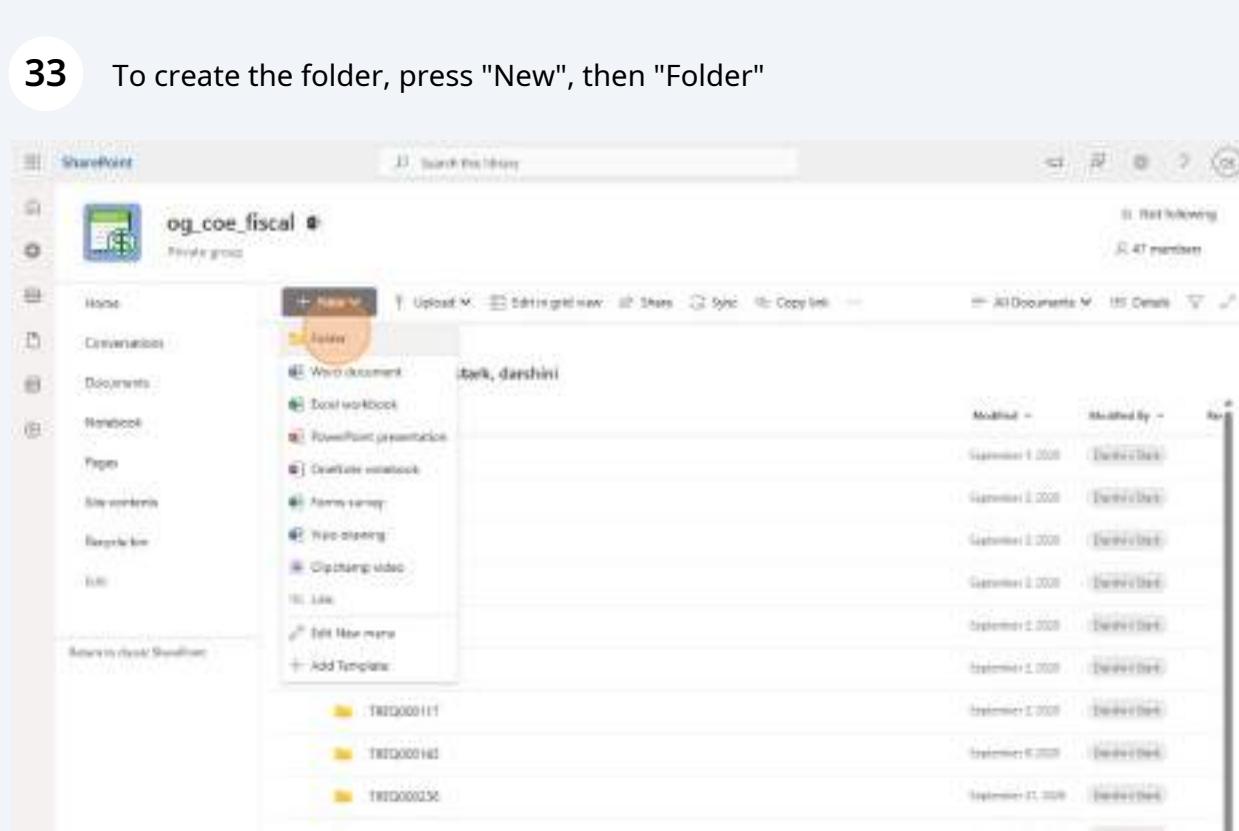
Click "Open OneDrive Folder". It should open a new tab with your SharePoint folder.



The screenshot shows a travel requisition form for TREQ018035. The travel details are: Traveler: Stacey Hardin, Destination: China, Shanghai & Suzhou, Dates: 01/28/2025 - 01/30/2025. Below the travel details is a section titled "Upload Attachments" with a button labeled "open OneDrive folder". To the right of this is a "OneDrive" section with instructions for managing files. At the bottom, there is a "Done Uploading" button.

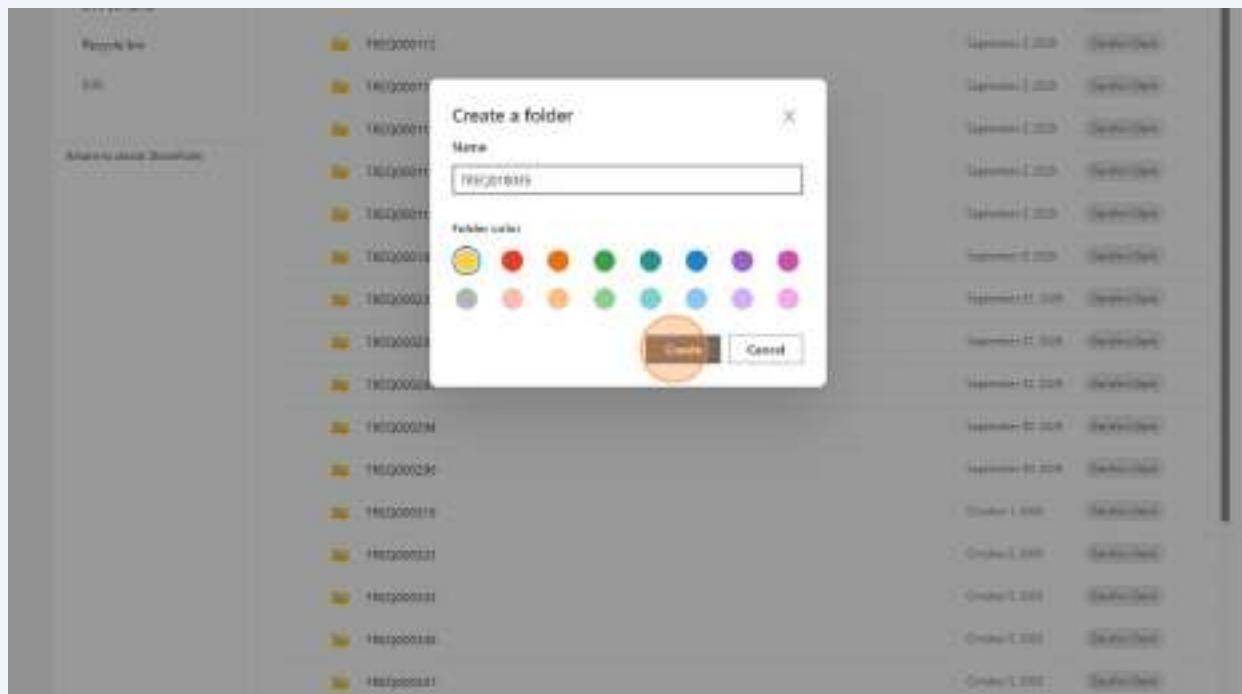
33

To create the folder, press "New", then "Folder"

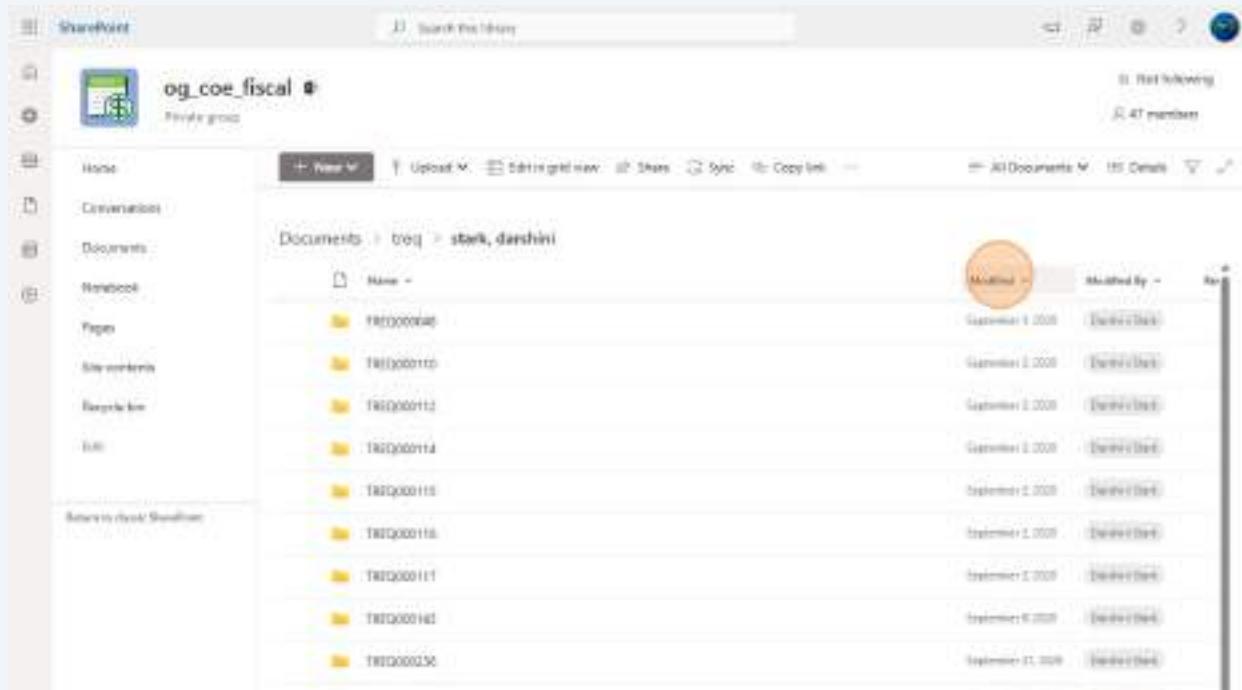


The screenshot shows a SharePoint document library for the group "og_coe_fiscal". The "New" menu is open, and the "Folder" option is highlighted with a yellow circle. The library lists several documents and folders, including "ibank_dashini", "TREQ000111", "TREQ000112", and "TREQ000120".

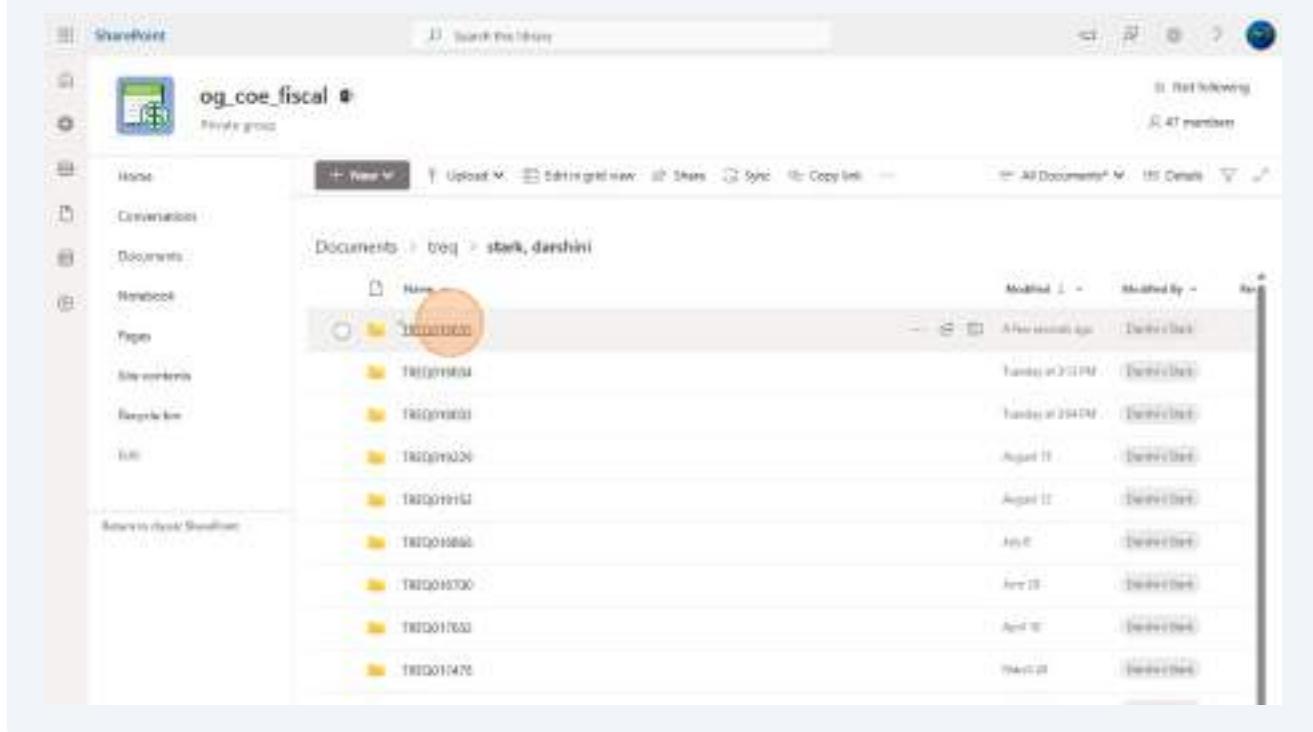
34 Paste the TREQ number in the "Name" field then click "Create"



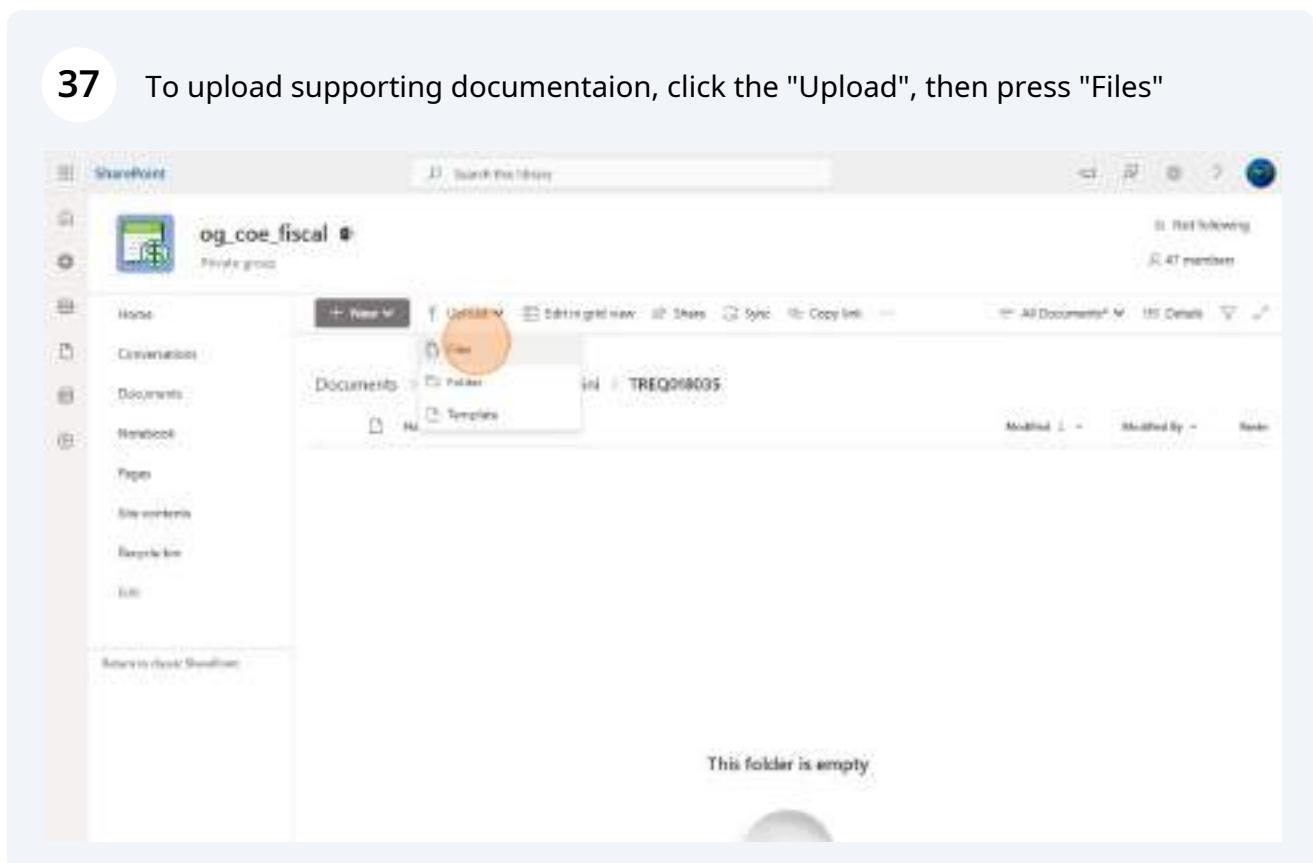
35 You can find your TREQ folder faster by sorting by newest modified. Click on the column titled "Modified"



36 Open the folder you just created

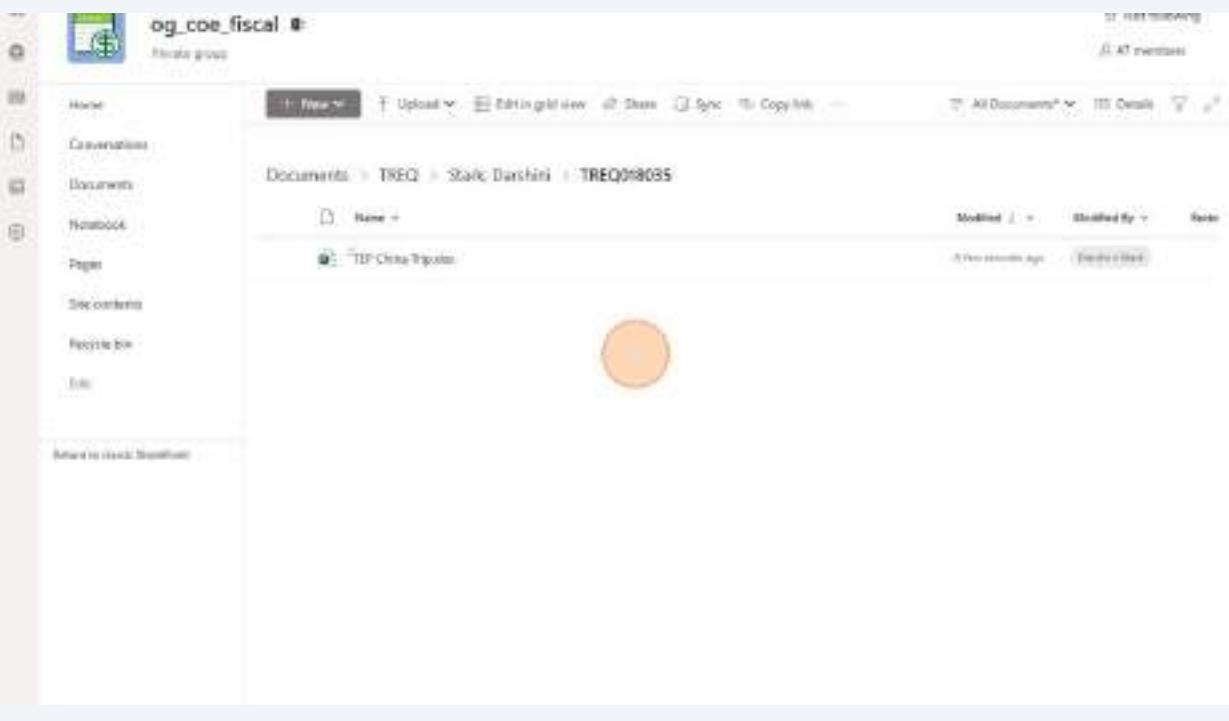


37 To upload supporting documentaion, click the "Upload", then press "Files"



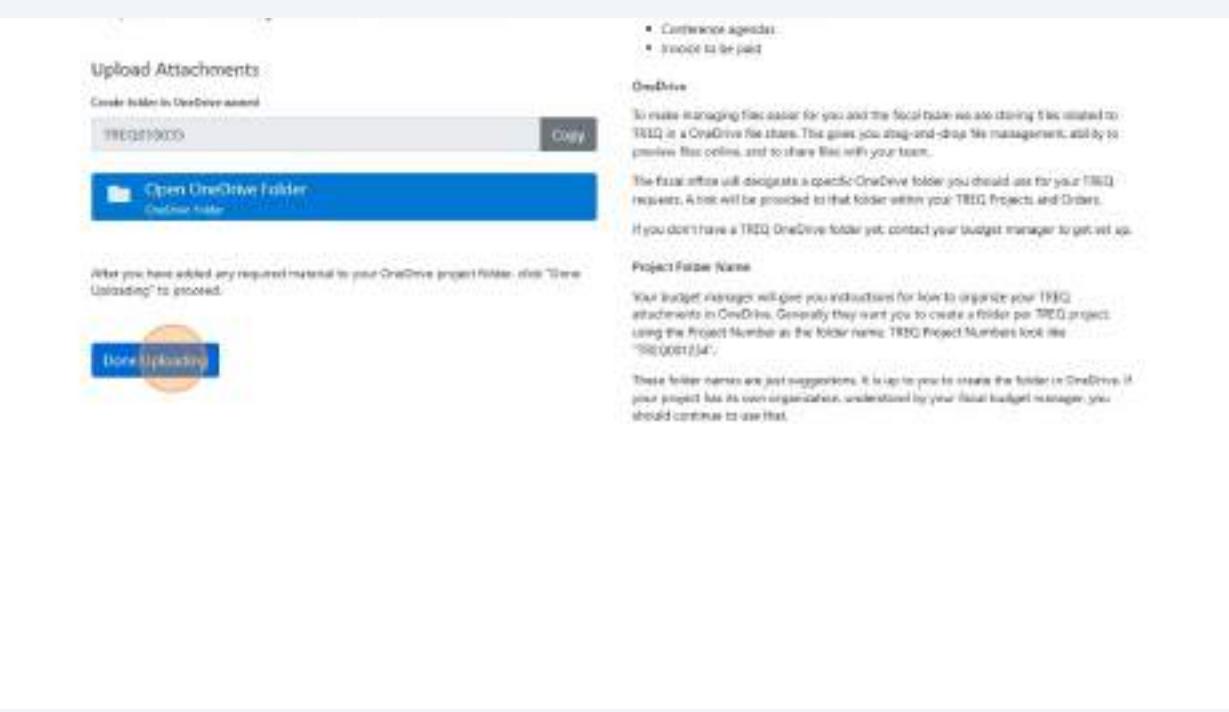
38

It will open up File Explorer on your computer. Upload any relevant documentation. You can also drag and drop files into the TREQ folder.



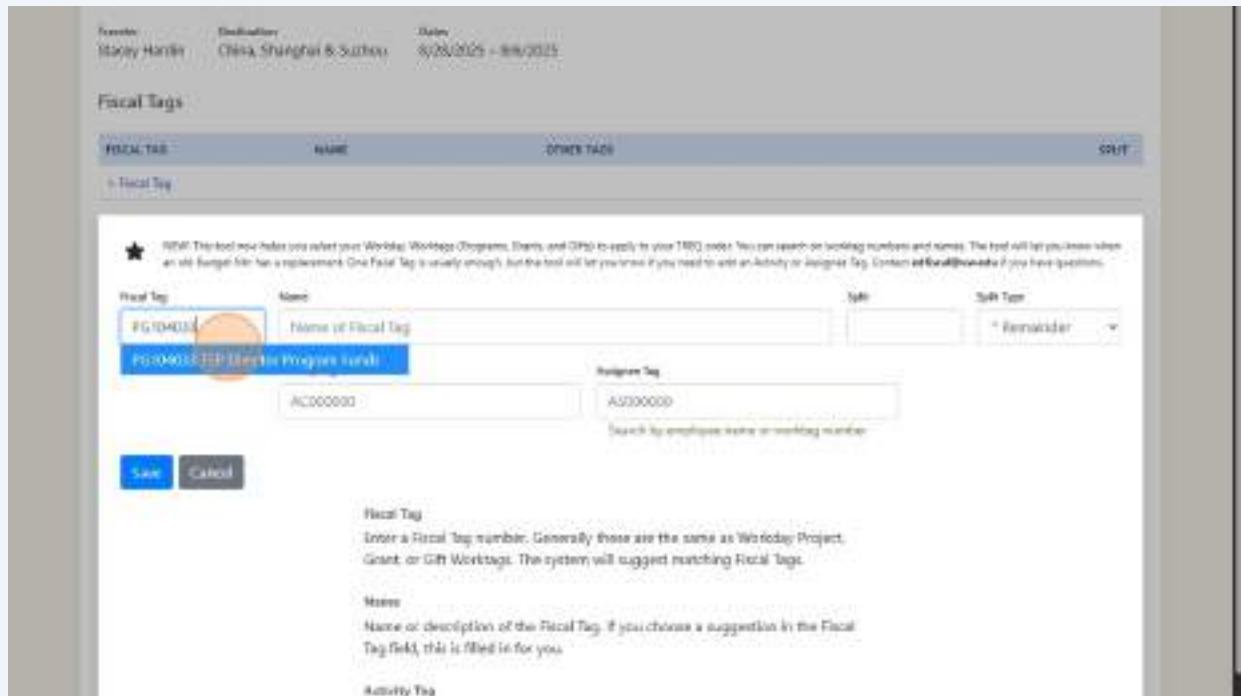
39

When you are done, return to the TREQ page and press "Done Uploading"



40

To add the budget information, search for the budget you wish to use in the "Fiscal Tag" field. Select it.



Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG104033	TEP Director Program Funds		Reminder
AC000000	AC000000		

Fiscal Tag

Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

Name

Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal Tag field, this is filled in for you.

Activity Tag

Split Type

Assigned Tag

Search by employee name or working number

Save Cancel

41

Click "Save"



Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG104033	TEP Director Program Funds		Reminder
AC000000	AC000000		

Fiscal Tag

Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

Name

Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal Tag field, this is filled in for you.

Activity Tag

Certain Fiscal Tags require an Activity Tag. If you know it fill it in. If you are not sure, leave it blank and the Fiscal approver will add the correct coding.

Assigned Tag

Certain Fiscal Tags require an Assigned Tag. If you know it fill it in. If you are not

Save Cancel

42 Click "Continue"

FRXN TAG	NAME	OTHER TAGS	SPLIT
PG194833	TEP Director Program Funds		<input type="button" value="Split another"/>

+ Fiscal Tag

Finished writing Fiscal Tag

[Cancel this Draft...](#)

43 Review your Travel Pre-Authorization!

Review & Submit

Review your request to ensure it is complete and accurate, then submit it to start the review and approval workflow.

Travel: Stacey Hardin > China, Shanghai & Suzhou

Traveler: Stacey Hardin Destination: China, Shanghai & Suzhou Dates: 8/28/2025 – 9/6/2025

Business Purpose
Dr. Hardin will travel to China to strengthen iW's partnership with the Taipei Association for the Empowerment of Fundamental English Education. The trip will include school and teacher training site visits, meetings with educators and leaders to understand local contexts, data collection on pedagogy and curriculum, and relationship-building to support long-term collaboration. Dr. Hardin will also identify culturally appropriate adaptations to iW's teaching methods.

Bills

ITEM	AMOUNT
Lodging (1 night) \$1875 x 5 nights = \$2250	\$1875.00
Meals (5 days) = \$1000	\$1000.00

44

Then click "Submit". Do not change the department approver, unless otherwise notified.

Department Approval

Send to Department Approver

Approve this Myself

Send to Department Approver

(Specify who will provide the initial department approval. This will be a PI, Director, Area Chair, or Dean who has authority over project and the relevant budgets.)

Department Approver

Stacey Hardin

Approve Note

(Optional) Add a note if this project needs additional explanation for the approver:

Submit

[Cancel this Step...](#)

45

Be sure to add a note indicating the travel dates in each city. You can do this by pressing "Add a Note"

Travel Pre-Authorization

Contact: Christopher Kemp [Not On Call](#)

Business Purpose

Dr. Hardin will travel to China to strengthen UW's partnership with the Tsinghua Association for the Empowerment of Fundamental English Education. The trip will include school and teacher training site visits; meetings with educators and leaders to understand local contexts; data collection on pedagogy and curriculum; and relationship-building to support long-term collaboration. Dr. Hardin will also identify culturally appropriate adaptations to UW's teaching methods.

Add a Note

ITEM	AMOUNT
Lodging (10%: \$1825 x 5 nights x 131%)	\$1815.00
Meals (5 days x \$160)	\$800.00
Lodging Per Diem (China, Suzhou) (5 x 132.00)	\$660.00
Meals Per Diem (China, Suzhou) (5 x 90.00)	\$450.00
Airfare	\$1200.00
Transportation	\$500.00
Total	\$5,215.00

Department Approval

06/03/2023, 11:03 AM
Daren Stark issued approval from Stacey Hardin

06/03/2023, 11:03 AM
Approved by Daren Stark on behalf of Stacey Hardin

Requesting Reimbursement for Multi-City Travel

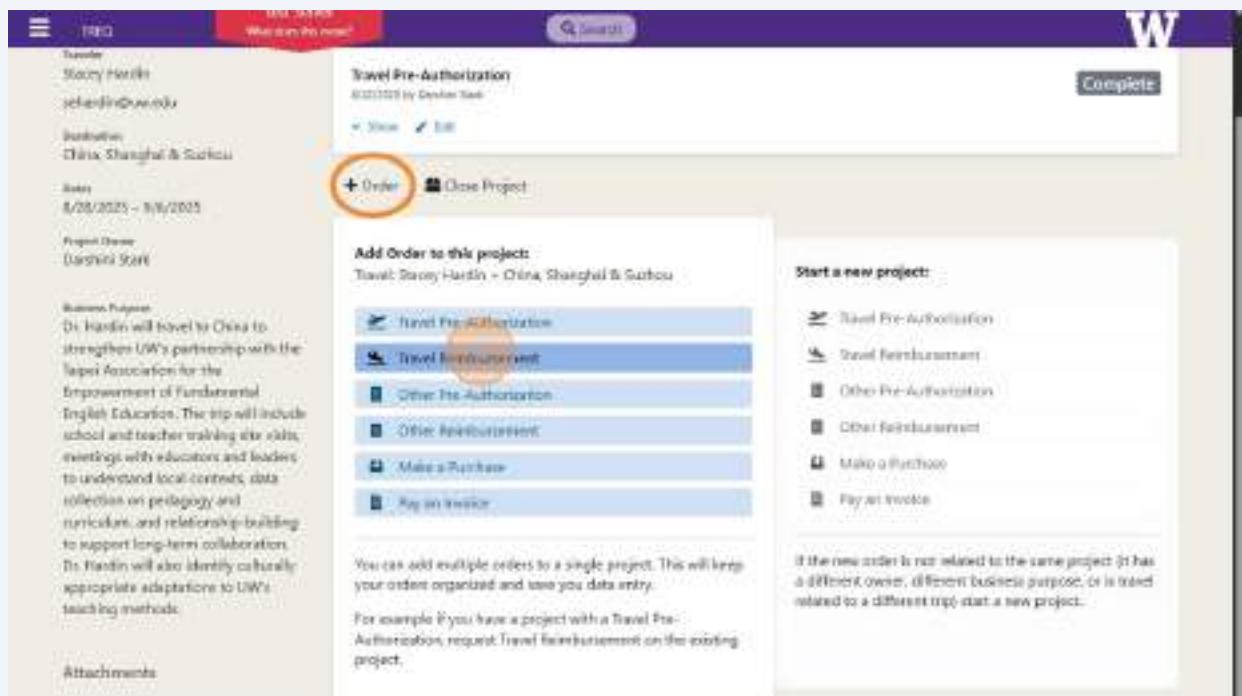


Reimbursements for lodging and airfare prior to travel can be reimbursed if prepaid with an itemized receipt. Meal per diem can only be reimbursed after travel.

To minimize out-of-pocket costs, please use the CTA. After Pre-Authorization approval, email edtravel@uw.edu with your TREQ number and travel details for help booking airfare, trains, or lodging.

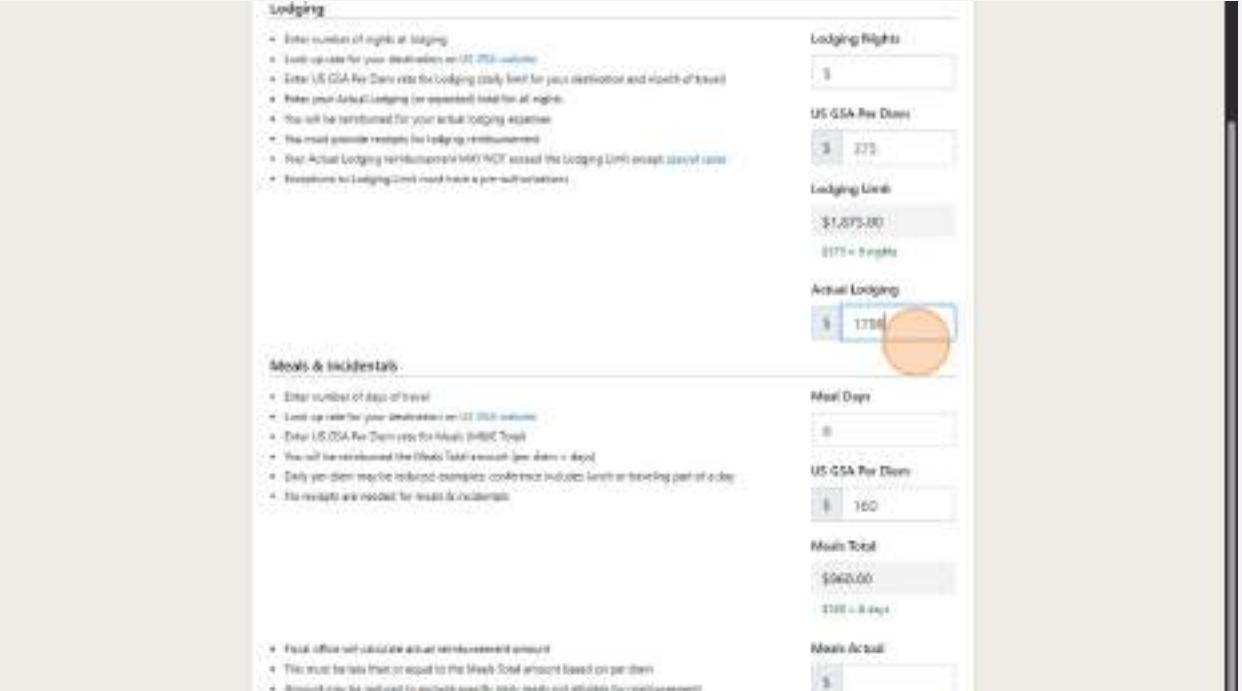
46

To initiate a reimbursement, return to the original TREQ and click "+Order" then "Travel Reimbursement"



47

Update the "Actual Lodging" field with the amount on the hotel folio for the first city.



Lodging

- Enter number of nights of lodging
- Look up rate for your destination on GSA Per Diem website
- Enter US GSA Per Diem rate for Lodging (Daily) based on month of travel
- Enter your Actual Lodging (or estimated) total for all nights
- You will be reimbursed for your actual lodging expenses
- No meal per diem remains for lodging reimbursement
- Max Actual Lodging reimbursement total NOT exceed the Lodging Limit except travel costs
- Reimbursement for Lodging Limit must have a pre-auth/reason

Lodging Nights	3
US GSA Per Diem	\$ 373
Lodging Limit	\$1,075.00
117% = 8 nights	
Actual Lodging	<input type="text" value="3 1173"/> 3

Meals & Incidentals

- Enter number of days of travel
- Look up rate for your destination on GSA Per Diem website
- Enter US GSA Per Diem rate for Meals (Daily) Total
- You will be reimbursed the Meals Total amount (per diem + daily)
- Daily per diem may be reduced (examples: conference includes lunch or traveling part of a day)
- No receipts are needed for meals & incidentals

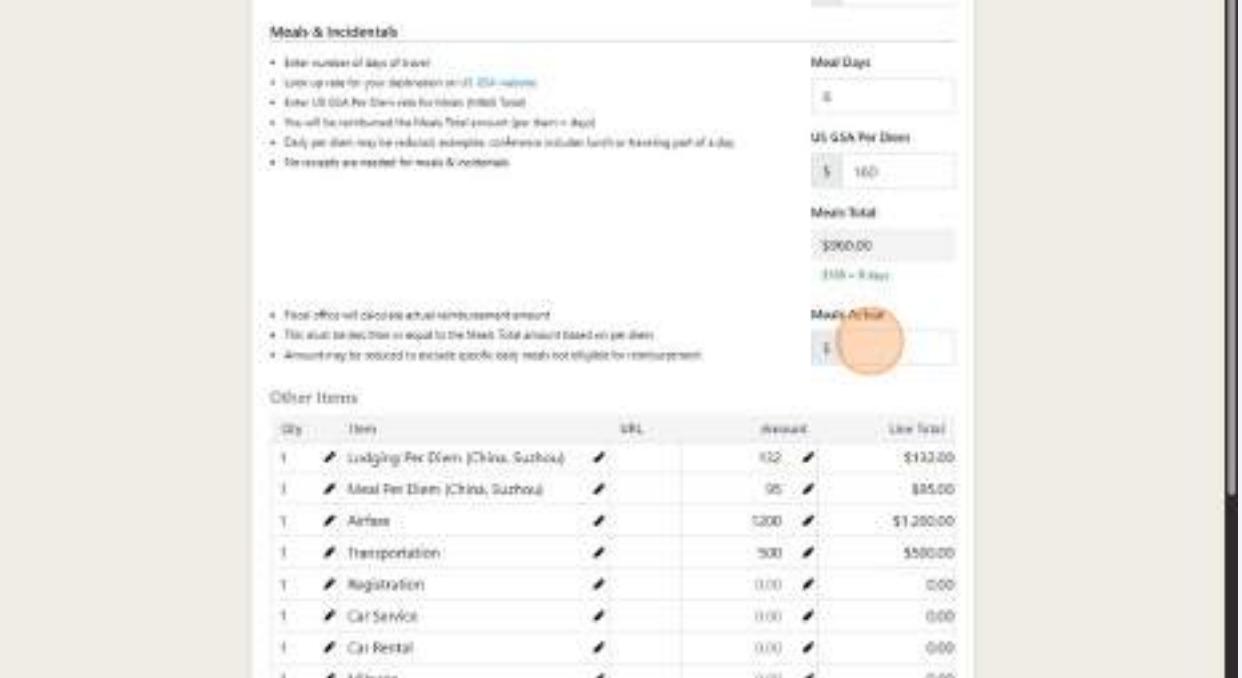
Meal Days	3
US GSA Per Diem	\$ 160
Meals Total	\$960.00
115% = 8 days	
Meals Actual	<input type="text" value="3"/> 3

Notes:

- Fiscal office will calculate actual reimbursement amount
- This must be less than or equal to the Meals Total amount based on per diem
- Amount may be reduced to include specific daily meals not eligible for reimbursement

48

The "Meals Actual" can be left blank. We will update this with the actual amount. Please note meal per diem is calculated using travel status. For more information on travel status please see: <https://finance.uw.edu/travel/meals>



Meals & Incidentals

- Enter number of days of travel
- Look up rate for your destination on GSA Per Diem website
- Enter US GSA Per Diem rate for Meals (Daily) Total
- You will be reimbursed the Meals Total amount (per diem + daily)
- Daily per diem may be reduced (examples: conference includes lunch or traveling part of a day)
- No receipts are needed for meals & incidentals

Meal Days	3
US GSA Per Diem	\$ 160
Meals Total	\$960.00
115% = 8 days	
Meals Actual	<input type="text" value="3"/> 3

Notes:

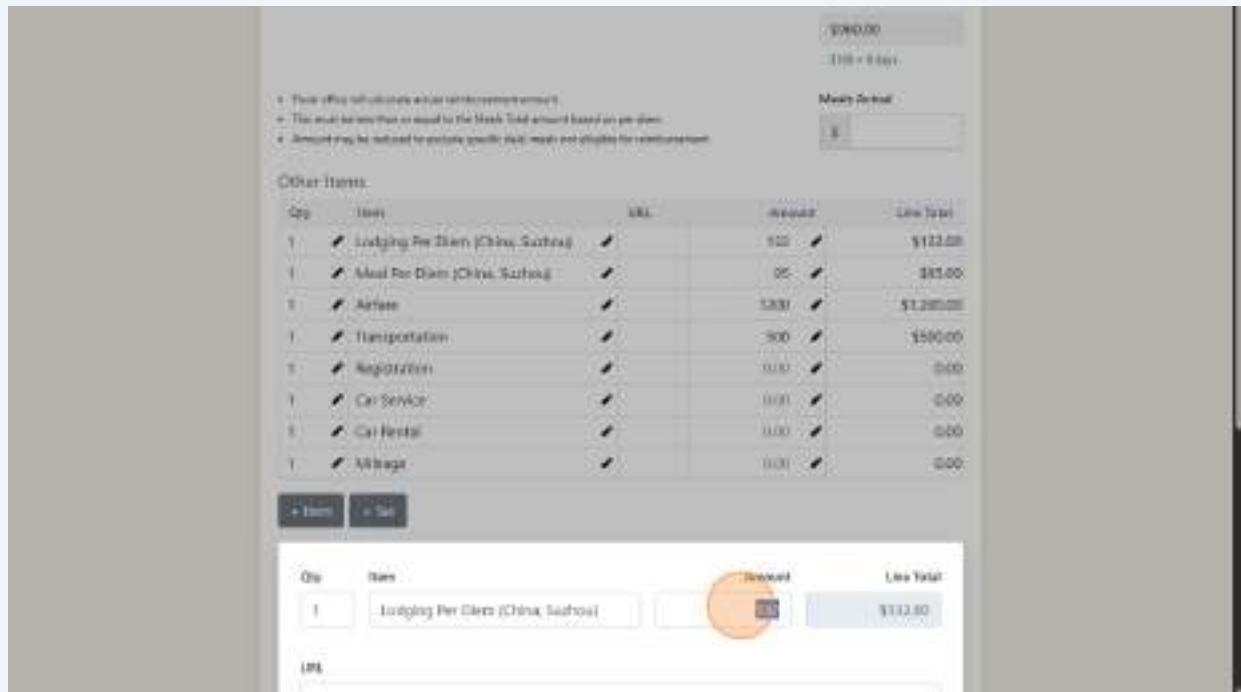
- Fiscal office will calculate actual reimbursement amount
- This must be less than or equal to the Meals Total amount based on per diem
- Amount may be reduced to include specific daily meals not eligible for reimbursement

Other Items

City	Item	URL	Amount	Line Total
1	✓ Lodging Per Diem (China, Suzhou)	✓	132 ✓	\$132.00
1	✓ Meal Per Diem (China, Suzhou)	✓	95 ✓	\$85.00
1	✓ Airfare	✓	1200 ✓	\$1200.00
1	✓ Transportation	✓	500 ✓	\$500.00
1	✓ Registration	✓	0.00 ✓	0.00
1	✓ Car Service	✓	0.00 ✓	0.00
1	✓ Car Rental	✓	0.00 ✓	0.00
1	✓ Mileage	✓	0.00 ✓	0.00

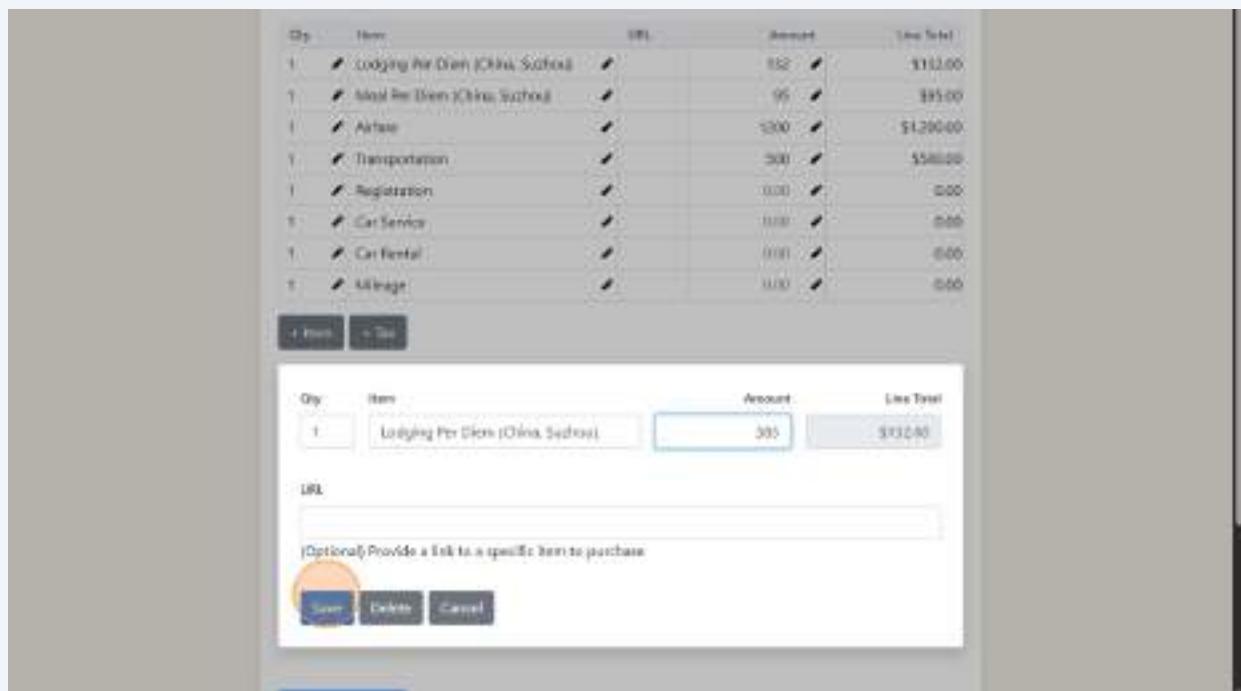
49

Update the lodging per diem for the other cities in the line items with the amount on the corresponding folio.

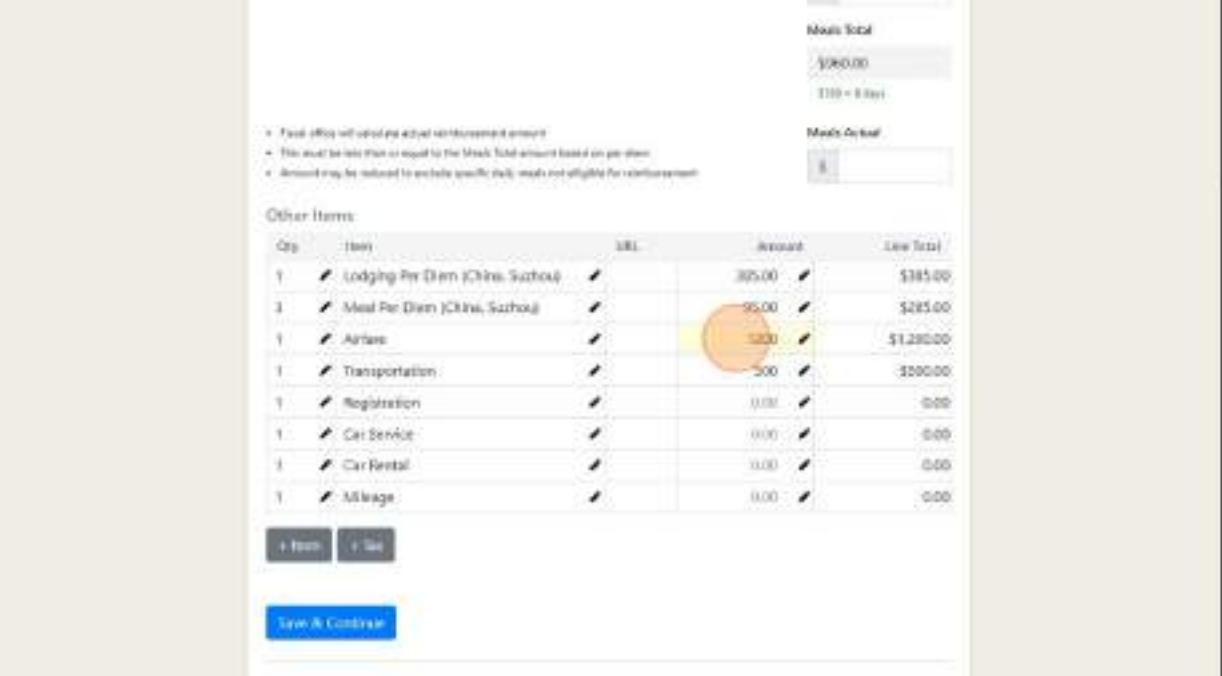


50

Click "Save"



51 Click "1200"



Travel Policy: Actual vs. Reimbursement amount
This must be less than or equal to the block total amount based on per diem.
Amount may be reduced to exclude specific items, which are not eligible for reimbursement.

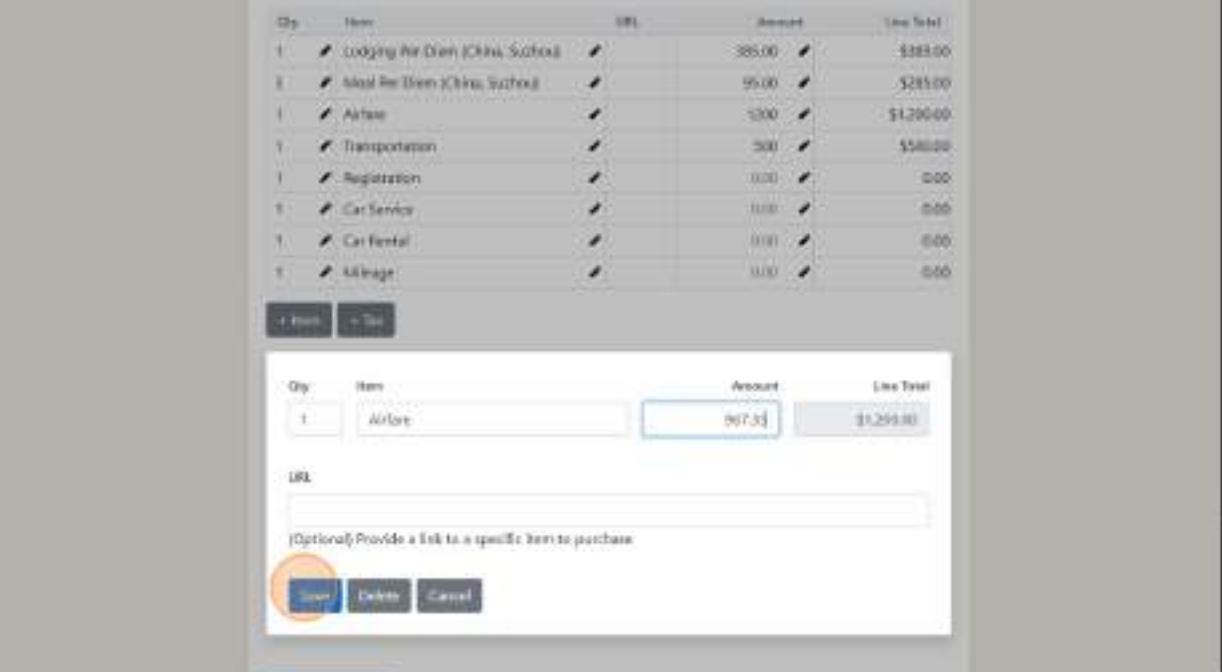
Other Items:

Qty	Item	URL	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		385.00	\$385.00
1	Meal Per Diem (China, Suzhou)		95.00	\$285.00
1	Airfare		1200	\$1,200.00
1	Transportation		500	\$500.00
1	Registration		0.00	0.00
1	Car Service		0.00	0.00
1	Car Rental		0.00	0.00
1	Mileage		0.00	0.00

+ Item

52

The meal per diem line items for other cities do not need to be updated. We will update them with actuals. Continue to update the remaining line items with actual amounts.



Other Items:

Qty	Item	URL	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		385.00	\$385.00
1	Meal Per Diem (China, Suzhou)		95.00	\$285.00
1	Airfare		907.33	\$1,299.00
1	Transportation		500	\$500.00
1	Registration		0.00	0.00
1	Car Service		0.00	0.00
1	Car Rental		0.00	0.00
1	Mileage		0.00	0.00

+ Item

Amount: Line Total:

URL:

(Optional) Provide a link to a specific item to purchase.

53 When the line items have all been updated, click "Save & Continue"

The screenshot shows a travel expense management application. At the top, there is a table with columns: Qty, Item, Unit, Amount, and Line Total. The table contains the following data:

Qty	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)	each	\$85.00	\$85.00
1	Meal Per Diem (China, Suzhou)	each	\$5.00	\$25.00
1	Airfare	each	\$67.35	\$67.35
1	Transportation	each	\$94.17	\$94.17
1	Registration	each	0.00	0.00
1	Car Service	each	0.00	0.00
1	Car Rental	each	0.00	0.00
1	Mileage	each	0.00	0.00

Below the table are two buttons: '+ Item' and '+ Tax'. Underneath these buttons is a large blue 'Save & Continue' button with a white outline. To the left of the 'Save & Continue' button is a small blue square with a white checkmark and the text 'Add a Note'. At the bottom of the page, there is a footer with the text '© 2023 US College of Medicine, South Western'.

54 If lodging cost more than the per diem rate, press "yes".

The screenshot shows a travel reimbursement form titled 'TREQ018035'. The form is for 'Travel: Stacey Hardin > China, Shanghai & Suzhou' from 8/01/2025 to 8/08/2025. The travel details are: Traveler: Stacey Hardin, Destination: China, Shanghai & Suzhou, Dates: 8/01/2025 – 8/08/2025.

Post Travel Notes

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? Yes No

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc)? Yes No

Were any meals provided? Yes No

Please describe:
Breakfast was provided by hotel 8/2/25-8/6

Did your travel plan change during trip (flight delays, come home early, etc)? Yes No

Do you have other funding (not previously included on Pre-Travel Authorization)? Yes No

55

Then select the corresponding justification. You can find more information on these justifications here:
<https://finance.uw.edu/travel/perdiem#exceptionstopperdiem>

Travel: Stacey Hardin > China, Shanghai & Suzhou
Travel Reimbursement: 1 - Ongoing

Starter: Stacey Hardin Destination: China, Shanghai & Suzhou Dates: 8/28/2025 – 8/30/2025

Post Travel Notes

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? Yes No
Choose Reason
 Conference/Hotel
 Special Event or Disaster
 ADA or Safety/Health
 Suite Required
 Lower Cost Overall

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No
Please describe
Breakfast was provided by hotel 8/28-8/29

Did your travel plans change during trip (flight delays, come home early, etc.)? Yes No

Do you have other funding (not previously indicated on Pre-Travel Authorization)? Yes No

56

If lodging was within per diem rate, press "no".

Travel: Stacey Hardin > China, Shanghai & Suzhou
Travel Reimbursement: 1 - Ongoing

Starter: Stacey Hardin Destination: China, Shanghai & Suzhou Dates: 8/28/2025 – 8/30/2025

Post Travel Notes

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? Yes No

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No

Did your travel plans change during trip (flight delays, come home early, etc.)? Yes No

Do you have other funding (not previously indicated on Pre-Travel Authorization)? Yes No

Submit

57

Continue to answer the questions in the Post Travel Notes section.

TREQ01B035

Travel: Stacey Hardin > China, Shanghai & Suzhou

Travel Rembursement | Crediting

Traveler: Stacey Hardin | Destination: China, Shanghai & Suzhou | Dates: 8/28/2023 – 8/6/2023

Post Travel Notes

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? Yes No

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No

Did your travel plans change during trip (flight delays, severe weather, etc.)? Yes No

Do you have other funding (not previously included on Pre-Travel Authorization)? Yes No

Next

58

If meals were provided, please choose "Yes"

Travel Rembursement | Crediting

Traveler: Stacey Hardin | Destination: China, Shanghai & Suzhou | Dates: 8/28/2023 – 8/6/2023

Post Travel Notes

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? Yes No

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No

Did your travel plans change during trip (flight delays, severe weather, etc.)? Yes No

Do you have other funding (not previously included on Pre-Travel Authorization)? Yes No

Next

59 A text box will open up for details. Include the dates and meals provided

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No

Please describe

Breakfast was provided by hotel 3/28-3/29

Did you travel plane change during trip (flight delays, come home early, etc.)? Yes No

Do you have other funding (not previously included on Pre-Travel Authorization)? Yes No

Save



60 Once all the questions have been answered, press "Save"

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc.)? Yes No

Were any meals provided? Yes No

Please describe

Breakfast was provided by hotel 3/28-3/29

Did you travel plane change during trip (flight delays, come home early, etc.)? Yes No

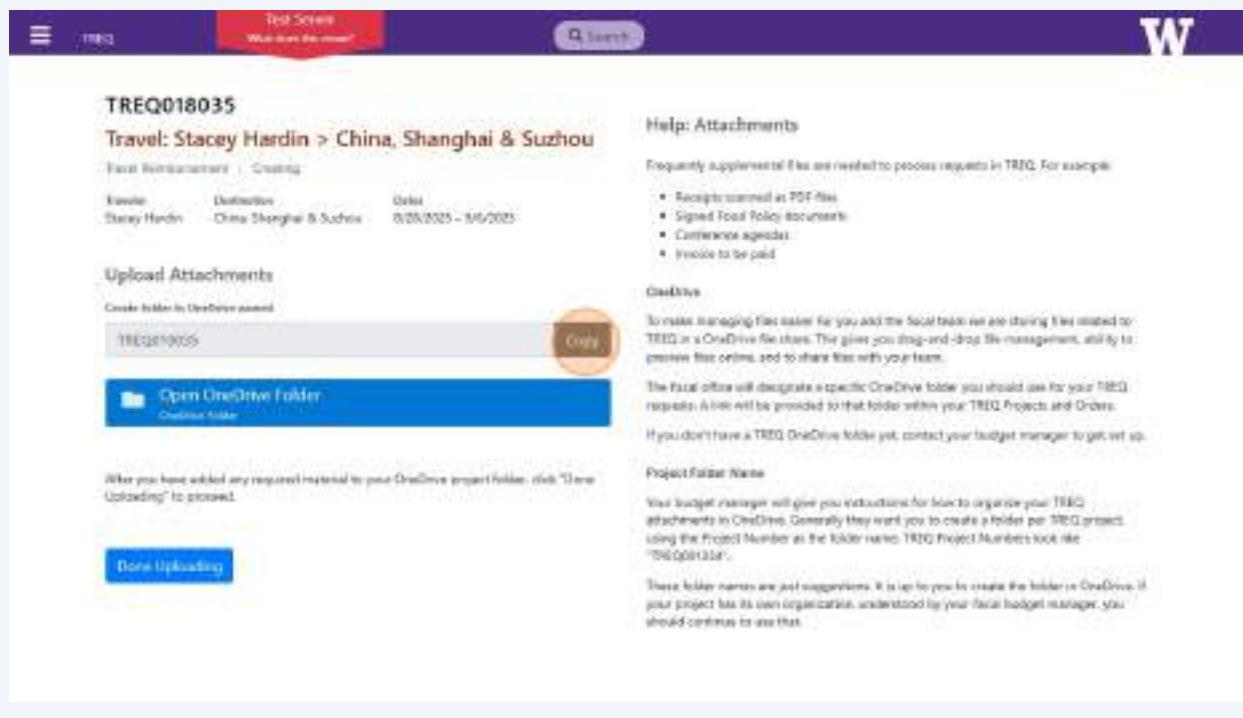
Do you have other funding (not previously included on Pre-Travel Authorization)? Yes No

Save



61

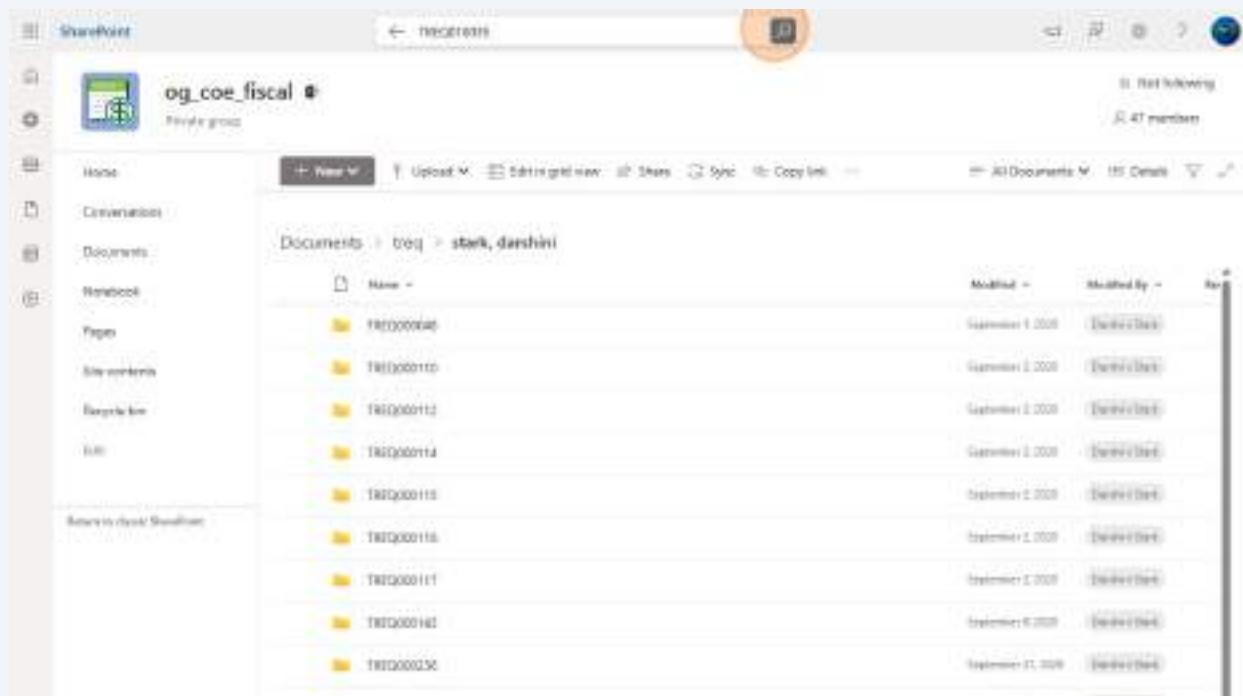
To open the corresponding TREQ folder, press "Copy". SharePoint should open in a new tab.



The screenshot shows a travel request page for TREQ018035. The travel details are: Traveler: Stacey Hardin, Destination: China, Shanghai & Suzhou, Dates: 0/25/2025 – 0/6/2025. Below the travel details is an 'Upload Attachments' section. A 'Copy' button is highlighted with a yellow circle. Below the 'Copy' button is a blue button labeled 'Open OneDrive folder'. To the right of the 'Copy' button is a 'Help: Attachments' section with a list of items: Receipts scanned as PDF-files, Signed Travel Policy documents, Conference agendas, and Invoices to be paid. Below this is a 'OneDrive' section with instructions for managing files. At the bottom left is a note about clicking 'Done Uploading' after adding attachments. At the bottom right is a note about project folder names.

62

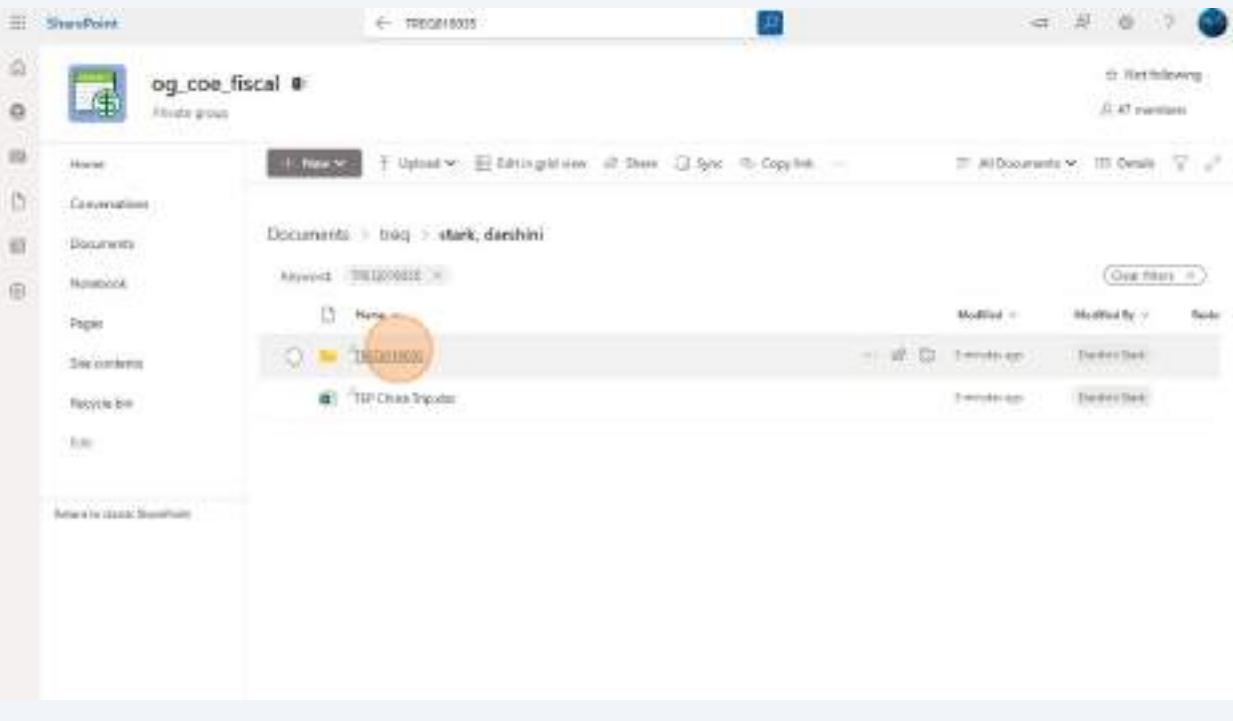
You can search for the folder using the search bar at the top. Paste in the TREQ number then press the search icon.



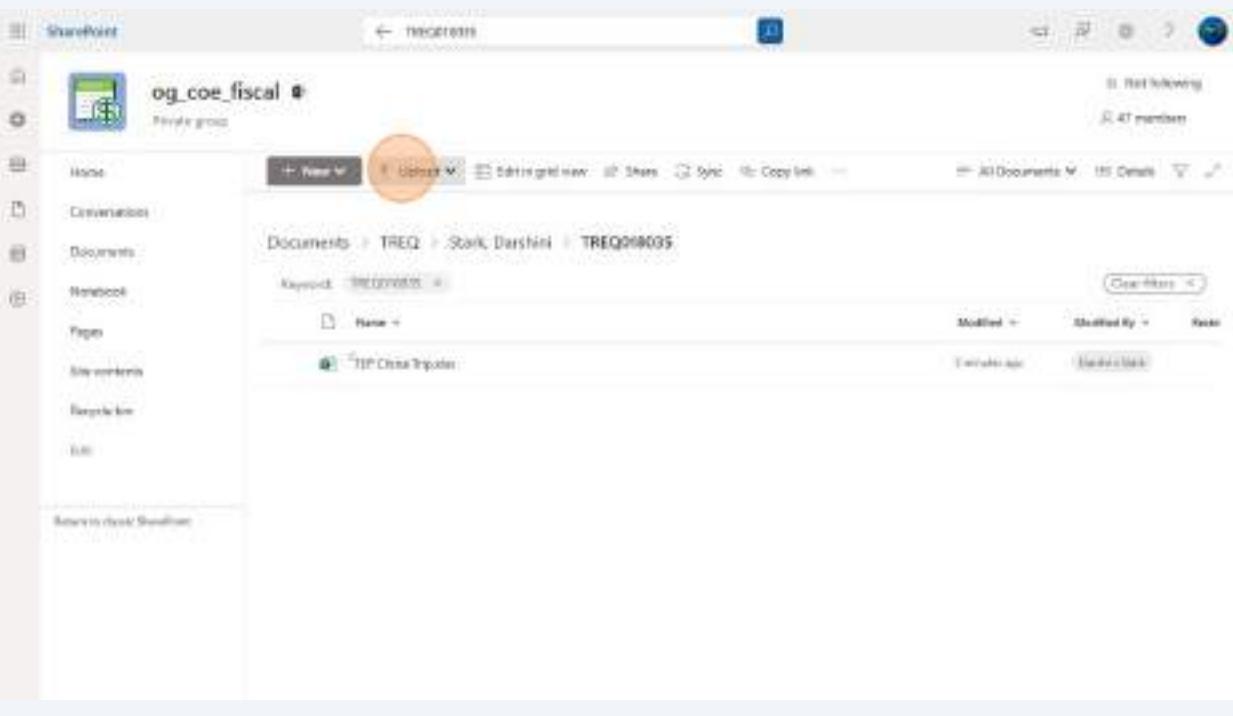
The screenshot shows a SharePoint search results page. The search term 'treq' is entered in the search bar. The results show a list of documents in a folder named 'treq' under 'stark, darsini'. The documents are listed with their names and modification dates. The search bar has a magnifying glass icon with a yellow circle.

Name	Modified	Modified By
TREQ000046	September 1, 2025	Darwin Stark
TREQ000110	September 1, 2025	Darwin Stark
TREQ000112	September 1, 2025	Darwin Stark
TREQ000114	September 1, 2025	Darwin Stark
TREQ000115	September 1, 2025	Darwin Stark
TREQ000116	September 1, 2025	Darwin Stark
TREQ000117	September 1, 2025	Darwin Stark
TREQ000143	September 1, 2025	Darwin Stark
TREQ000250	September 1, 2025	Darwin Stark

63 Open the TREQ folder

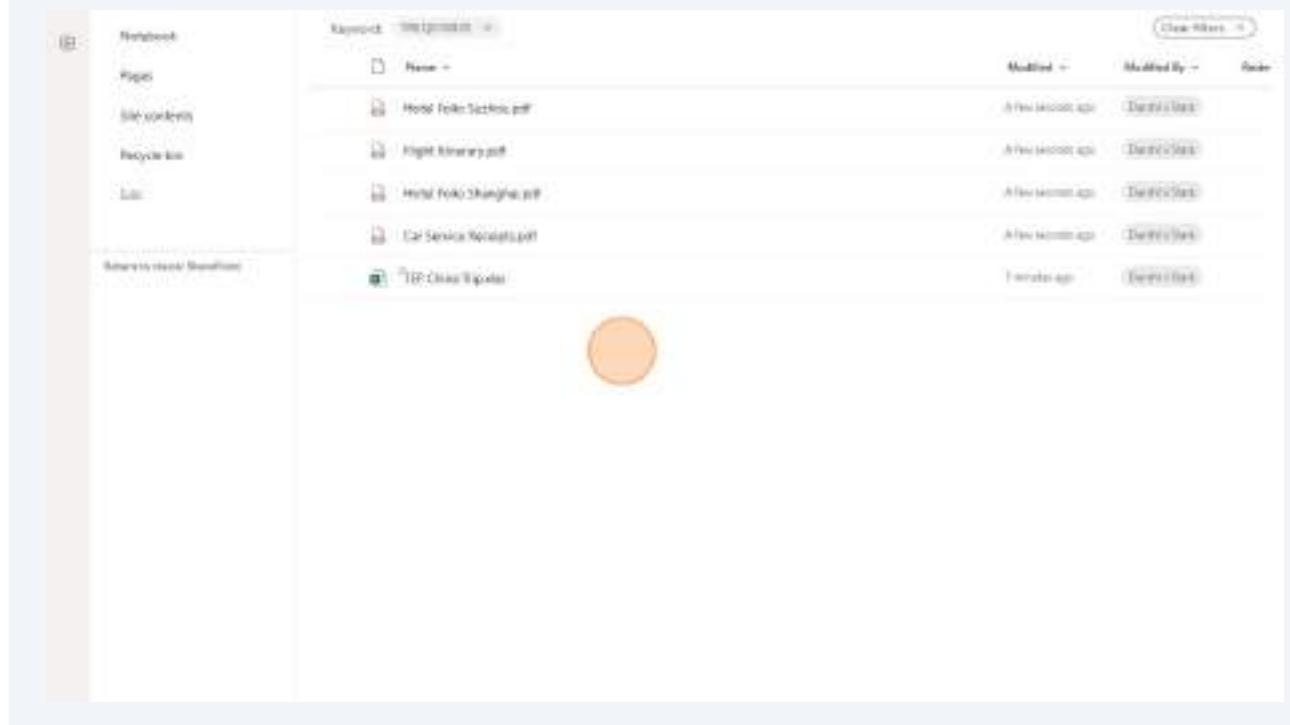


64 Click "Upload" then "Files"



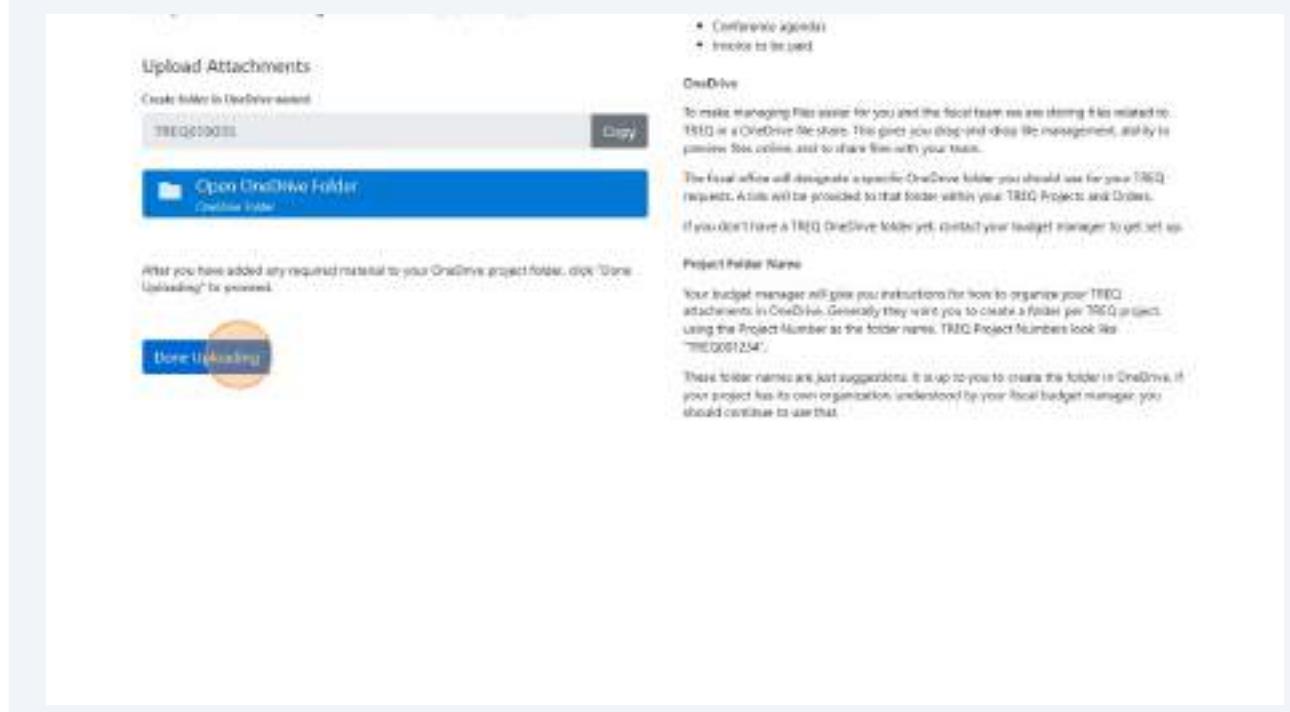
65

File Explorer will open up. Select the supporting documentation you wish to add to the folder. You can also drag and drop.



66

Once you are done uploading files, return to the TREQ and press "Done Uploading"



67 If funding hasn't changed, click "Continue"

Travel: Stacey Hardin > China, Shanghai & Suzhou > Dates: 8/28/2025 – 9/6/2025

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	PLIT
PD194E03	TEP Director Program Funds		1 Remander

Finished entering Fiscal Tags.

Continue

[Cancel this Order...](#)

68 Review the Travel Reimbursement request!

Review & Submit:
Review your request to ensure it is complete and accurate, then submit it to start the review and approval workflow.

Travel: Stacey Hardin > China, Shanghai & Suzhou

[Change Trip](#)

Traveler	Destination	Dates
Stacey Hardin	China, Shanghai & Suzhou	8/28/2025 – 9/6/2025

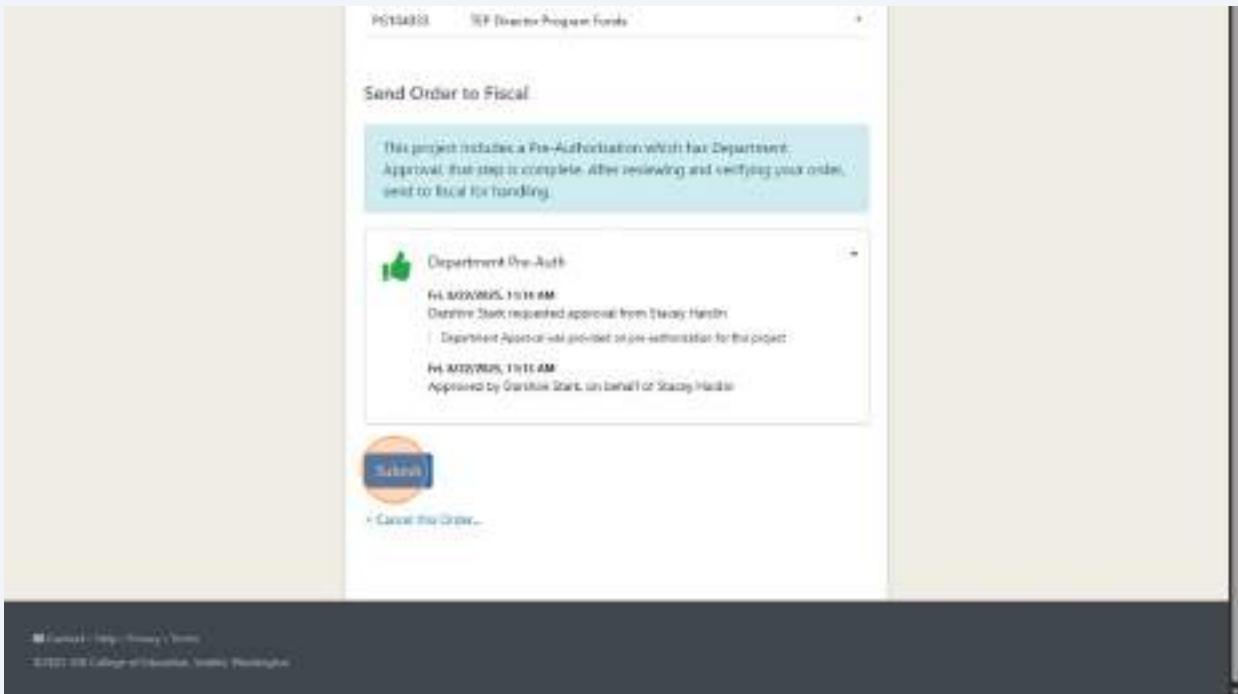
Business Purpose:
Dr. Hardin will travel to China to strengthen UW's partnership with the Beijing Association for the Empowerment of Fundamental English Education. The trip will include school and teacher training site visits, meetings with educators and leaders to understand local contexts, data collection on pedagogy and curricula, and relationship-building to support long-term collaboration. Dr. Hardin will also identify culturally appropriate adaptations to UW's teaching methods.

Items:

ITEM	Change Item
Lodging (Per Day) \$187.00 x 8 nights = \$1,496.00	\$1,798.00
Meals (5 days) = \$1,000.00	\$988.00
Lodging Per Diem (China, Suzhou) = \$285.00	\$285.00
Meals Per Diem (China, Suzhou) = \$60.00	\$60.00
Airfare	\$1,027.18

69

Then click "Submit"! Your reimbursement has been submitted and will route for budget approval.



70

Step