

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

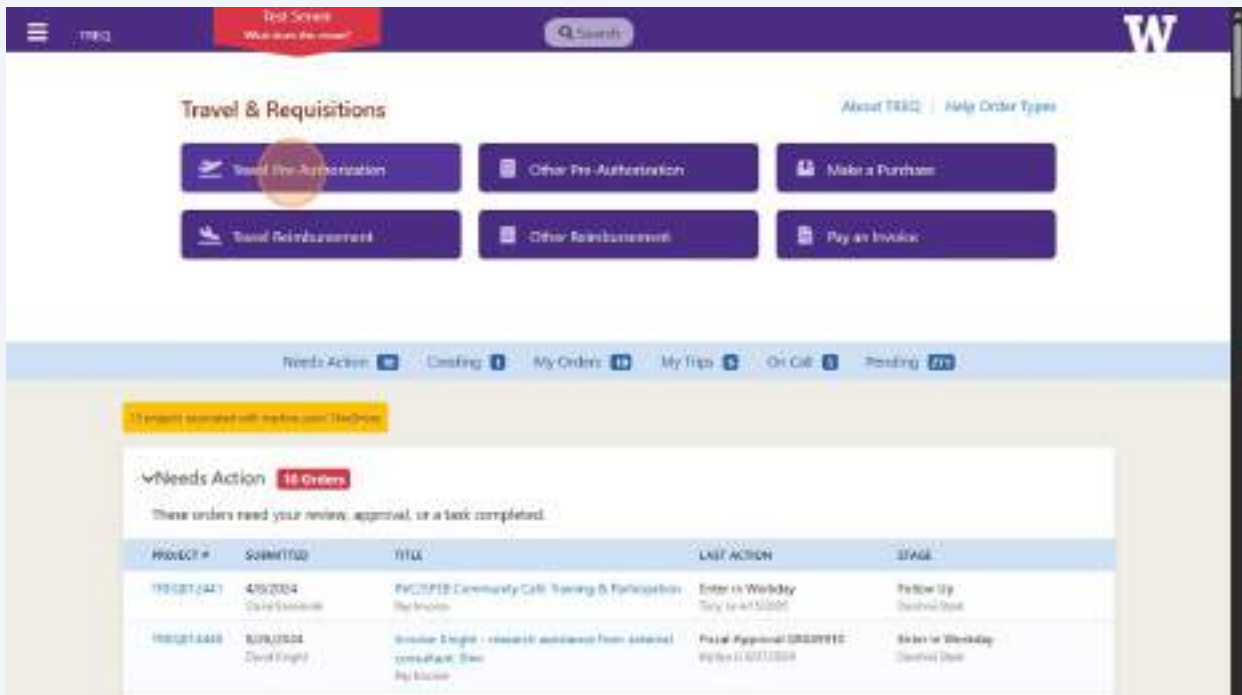
1

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

The screenshot shows the 'Needs Action' section of the TREQ system. It features a table with 7 rows of travel requests. Each row includes a PROJECT #, SUBMITTED date, TITLE, LAST ACTION, and STAGE. The table is titled 'Needs Action' with a red '18 Orders' badge. A message above the table states: 'These orders need your review, approval, or a task completed.'

PROJECT #	SUBMITTED	TITLE	LAST ACTION	STAGE
TREQ012441	4/9/2024	PaCOPIE Community Care Training & Participation	Enter in Workshop Treq on 4/13/2024	Follow Up Completed Task
TREQ014444	8/26/2024	Workshop: Knight - research assistance from external consultants, Sheryl	Final Approval: 080209918 Sheryl N 8/27/2024	Enter in Workshop Completed Task
TREQ014912	10/1/2024	Travel/Travel Dates, Tax Insurance	Final Approval: 080209918 Sheryl N 10/1/2024	Enter in Workshop Completed Task
TREQ016412	1/20/2025	Workshop: Knight - research assistance from external consultants, Sheryl	Final Approval: 080209918 Sheryl N 1/20/2025	Enter in Workshop Completed Task
TREQ016914	2/21/2025	Workshop: Knight - research assistance from external consultants, Sheryl	Final Approval: 080209918 Sheryl N 2/21/2025	Enter in Workshop Completed Task
TREQ017911	4/26/2025	Workshop: Knight - research assistance from external consultants, Sheryl	Final Approval: 080209918 Sheryl N 4/26/2025	Enter in Workshop Completed Task
TREQ017914	4/26/2025	Workshop: Knight - research assistance from external consultants, Sheryl	Final Approval: 080209918 Sheryl N 4/26/2025	Enter in Workshop Completed Task

2



3

The screenshot shows the "Travel Pre-authorization" form. The "Traveler Affiliation" section has three radio button options: "CDE Traveler (Faculty, Staff, or Student employee)" which is selected, "UW Traveler (Other Unit)", and "Non UW Traveler". Below this is the "Traveler (College of Education)" section with a search box containing "Stacy" and a dropdown menu listing "Harden, Stacy (National)", "Alborns, Stacy (National)", "Tullerson, Stacy (National)", "Sergling, Stacy (Sergling)", and "Chen, Stacy (Yes)". To the right of the dropdown is a "Return Date" field with a calendar icon. Below these fields is the "Business Purpose" section with a large text area. At the bottom is the "Personal Time" section with two radio button options: "No" which is selected, and "Yes, will use time off during trip". On the right side of the page, there is a "Help: Create a Trip" section with explanatory text about trip descriptions, traveler selection, non-UW travelers, honorariums, business purpose statements, and how to indicate if the trip serves UW's general business.

Travel Pre-authorization

Traveler Affiliation

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

Traveler (College of Education)

Search: ?
 Harden, Stacy (National)
 Alborns, Stacy (National)
 Tullerson, Stacy (National)
 Sergling, Stacy (Sergling)
 Chen, Stacy (Yes)

Return Date

Business Purpose

Personal Time

☒ No
☐ Yes, will use time off during trip

Help: Create a Trip

Provides 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 CDE Traveler use the provided person search to pick an existing CDE 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 a key option for Non-CDE 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 for grants are required to have an additional statement on the expenditure's benefit to grants.

How is this trip serving UW / grant business?

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

Travel Pre-Authorization

Traveler Affiliation

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

Traveler (College of Education)

Hardin, Stacey (sehardin) ✓

Destination

China, Shanghai & Suzhou

Departure Date

Return Date

Business Purpose

Personal Time

☒ No
☐ Yes, will use time-off during trip

[Save & Continue](#)

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?

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)

Hardin, Stacey (sehardin) ✓

Destination

China, Shanghai & Suzhou

Departure Date

Return Date

Business Purpose

Personal Time

☒ No
☐ Yes, will use time-off during trip

[Save & Continue](#)

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?

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

Travel Pre-Authorization

Traveler Affiliation

☒ CDS Traveler (Faculty, Staff or Student employee)
☐ UW Traveler (Other User)
☐ Non UW Traveler

Traveler (College of Education)

Herdin, Marry (selected) ✓

Destination

China, Shanghai & Suzhou

Departure Date

Return Date

Business Purpose

Personal Time

☒ No
☐ Yes, will use time-off during trip

Save & Continue

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 CDS Traveler use the provided person search to pick an existing CDS 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.

Home/return

Home/return is only an option for Non-UW Travelers. When you choose that traveler affiliation, optional Home/return 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 or grants are required to have an additional statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

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

Herdin, Marry (selected) ✓

Destination

China, Shanghai & Suzhou

Departure Date

Return Date

Business Purpose

Super response for our empowerment on fundamental teacher 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. Herdin will also identify culturally appropriate adaptations to UW's teaching methods.

Personal Time

☒ No
☐ Yes, will use time-off during trip

Save & Continue

For a CDS Traveler use the provided person search to pick an existing CDS 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.

Home/return

Home/return is only an option for Non-UW Travelers. When you choose that traveler affiliation, optional Home/return 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 or grants are required to have an additional statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

8 Click "Save & Continue"

Dr. Hardin will travel to China to strengthen UW's partnership with the "Association for the Improvement 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.

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, you will use time-off during trip.

[Save & Continue](#)

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

TREQ018035
Travel: Stacey Hardin > China, Shanghai & Suzhou
Travel Pre-Authorization: Ongoing

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

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 (US GSA).

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

Nights of lodging and days of meals is based on travel dates of departure 8/28/2025, return 9/6/2025. Subtract any personal days.

Lodging

- Enter number of nights at lodging.
- Look up rates for your destination on US GSA website.
- Enter US GSA Per Diem rate for lodging daily rates for your destination and month of travel.
- Enter your actual lodging (or requested) hotel 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 Limit except special cases.
- Exceptions to Lodging Limit must have a pre-approval letter.

Lodging Nights
1

US GSA Per Diem
\$ 175

Lodging Limit
\$1,875.00

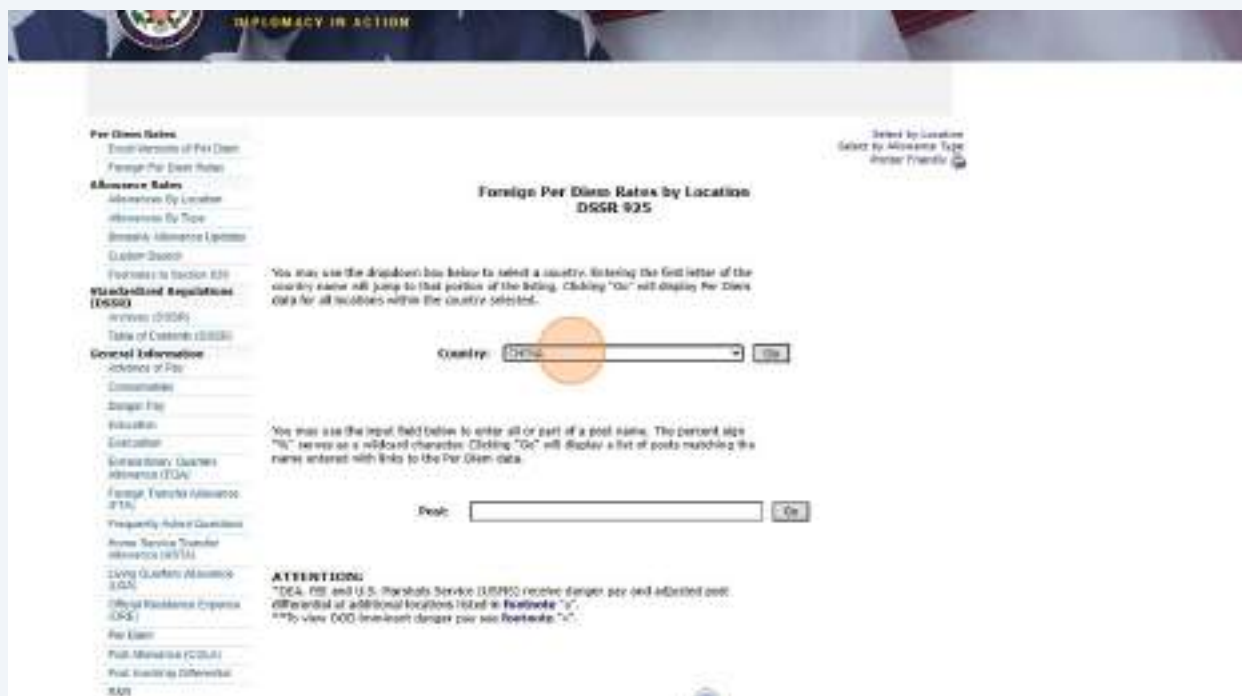
10

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

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.

Country:

You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered, with links to the Per Diem data.

Post:

ATTENTION:
 *DSS, PSE and U.S. Maritime Service (USMS) receive danger pay and adjusted post differential at additional locations listed in footnote "a".
 ***To view DSS treatment danger pay see footnote "c".

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

Foreign Per Diem Rates by Location DSSR 925

Country: CHINA
 Publication Date: 09/01/2025

Previous Rates: 08/01/2025

Country	Post Name	Dates	Source	Maximum Lodging Rate	M & IE 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	169	257	N/A	04/01/2013	
CHINA	Chongqing	01/01 12/31	175	119	294	N/A	05/01/2025	
CHINA	Guangzhou	01/01 12/31	339	119	857	N/A	01/01/2015	
CHINA	Hainan	01/01 12/31	186	108	274	N/A	04/01/2013	
CHINA	Harbin	01/01 12/31	189	117	288	N/A	01/01/2014	
CHINA	Guangzhou	01/01 12/31	340	147	957	N/A	05/01/2024	
CHINA	Gulf	01/01 12/31	181	82	257	N/A	02/01/2024	
CHINA	Haiou	01/01 12/31	178	169	257	N/A	01/01/2025	
CHINA	Hongkong	01/01 12/31	189	124	293	N/A	08/01/2015	
CHINA	Huaili	01/01 12/31	187	181	308	N/A	04/01/2013	

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.

Quarterly Report (includes Reports)
Office of Assessments
Central Unit

TREQ will calculate per diem for only one city. Update the Lodging Nights to match with how many nights will be spend 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 (US GSA).

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

Nights of lodging and days of meals is based on travel dates of departure 8/28/2025 - return 9/6/2025.
Subtract any personal days.

Lodging

- Enter number of nights at lodging.
- Look up rate for your destination on US GSA website.
- Enter US GSA Per Diem rate for Lodging (daily limit for your destination and month of leave)
- Enter your Actual Lodging (or extended hotel for all nights).
- This will be reimbursed for your actual lodging expense.
- You must provide receipts for lodging reimbursement.
- Your Actual Lodging reimbursement may NOT exceed the lodging limit except initial night.
- Receipts for lodging limit must have a pre-authorized stamp.

<p>Lodging Nights</p> <input type="text"/>	<p>US GSA Per Diem</p> <input type="text"/>
<p>Lodging Limit</p> <input type="text"/>	<p>Actual Lodging</p> <input type="text"/>

Meals & Incidentals

- Enter number of days of travel.
- Look up rate for your destination on US GSA website.
- Enter US GSA Per Diem rate for Meals (in US \$) Travel.

<p>Meal Days</p> <input type="text"/>
--

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 U.S. General Services Administration (US GSA).

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

Nights of lodging and days of meals is based on travel dates of departure 5/25/2025, return 9/6/2025. 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
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except special cases
- Exceptions to lodging limit must have a pre-approval letter

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)
- You will be reimbursed the Meals Total amount (per diem x days)
- Daily per diem may be reduced; examples: conference includes lunch or traveling part of a day
- No receipts are needed for meals & incidentals

Lodging Rights

US GSA Per Diem

Lodging Limit

Actual Lodging

Meal Days

US GSA Per Diem

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

- 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
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except special cases
- Exceptions to lodging limit must have a pre-approval letter

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)
- You will be reimbursed the Meals Total amount (per diem x days)
- Daily per diem may be reduced; examples: conference includes lunch or traveling part of a day
- No receipts are needed for meals & incidentals

Lodging Rights

US GSA Per Diem

Lodging Limit

175 x 5 nights

Actual Lodging

Meal Days

US GSA Per Diem

Meals Total

Meals Actual

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

• Total 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.
 • Your Actual Lodging reimbursement GAO will exceed the Lodging Limit except actual cases.
 • Exceptions to Lodging Limit must have a pre-authorization.

Lodging Nights: 3
 US GSA Per Diem: \$ 375
 Lodging Limit: \$1,075.00
 \$375 x 3 nights
 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)
 • You will be reimbursed the Meals Total amount (per diem x days)
 • Daily per diem may be reduced examples: conference includes lunch or traveling part of a day
 • No receipts are needed for meals & incidentals.
 • Fiscal officer 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 exclude specific daily meals not eligible for reimbursement.

Meal Days: 3
 US GSA Per Diem: \$
 Meals Total:
 Meals Actual: \$

Other Items:

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

• You will be reimbursed the Meals Total amount (per diem x days)
 • Daily per diem may be reduced examples: conference includes lunch or traveling part of a day
 • No receipts are needed for meals & incidentals.
 • Fiscal officer 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 exclude specific daily meals not eligible for reimbursement.

US GSA Per Diem: \$ 100
 Meals Total: \$000.00
 \$100 x 0 days
 Meals Actual: \$

Other Items:

Qty	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

+ Items + Tax
 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 modal window for adding a new item to a travel expense report. The modal has a table with the following columns: Qty, Item, Amount, and Line Total. The first row shows '1' in the Qty column, 'Lodging Per Diem (China, Suzhou)' in the Item column, an empty Amount field, and '0.00' in the Line Total column. Below the table is a URL input field and a note: '(Optional) Provide a link to a specific item to purchase'. At the bottom are three buttons: Save, Delete, and Cancel.

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

URL

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

Save Delete Cancel

21

Update the "Amount" with the lodging per diem rate

The screenshot shows the same modal window as in step 20, but with an orange circle highlighting the Amount field. The modal has a table with the following columns: Qty, Item, Amount, and Line Total. The first row shows '1' in the Qty column, 'Lodging Per Diem (China, Suzhou)' in the Item column, an empty Amount field, and '0.00' in the Line Total column. Below the table is a URL input field and a note: '(Optional) Provide a link to a specific item to purchase'. At the bottom are three buttons: Save, Delete, and Cancel.

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

URL

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

Save Delete Cancel

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

1. Add other non-reimbursable amount
2. This must be less than or equal to the Max. Total amount based on per diem
3. Amount may be reduced to exclude specific daily meals not eligible for reimbursement

Other Items

Qty	Item	Unit	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

+ Item - Del

Qty: 1 Item: Lodging Per Diem (China, Sichuan) Amount: 732 Line Total: 0.00

URL:

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

Save Delete Cancel

23 Click "Save"

1. Add other non-reimbursable amount
2. This must be less than or equal to the Max. Total amount based on per diem
3. Amount may be reduced to exclude specific daily meals not eligible for reimbursement

Other Items

Qty	Item	Unit	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

+ Item - Del

Qty: 1 Item: Lodging Per Diem (China, Sichuan) Amount: 732 Line Total: \$732.00

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

• Using per diem may be necessary; examples: current meal allowance, starting per diem, etc.
• No receipts are needed for meals & incidentals

Meals Total
\$000.00
1100 x 8 days

Meals Actual
\$

• Fiscal office will calculate actual reimbursement amount
• This meal benefit may be equal to the Meals Total amount based on per diem
• Amount may be reduced to exclude specific daily meals not eligible for reimbursement

Other Items:

Qty	Item	URL	Amount	Line Total
1	✓ Meal Per Diem (China, Suzhou)		132.00	\$396.00
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

+ Item + Tax

Save & Continue

Add a Note

© Pearson Education

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

1. Add other non-reimbursable amount
2. This will be used to add to the total amount based on per diem
3. Amount may be used to exclude specific daily meals not eligible for reimbursement

Other Items

Qty	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		132.00	\$132.00
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

+ Item - Del

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.

1. Add other non-reimbursable amount
2. This will be used to add to the total amount based on per diem
3. Amount may be used to exclude specific daily meals not eligible for reimbursement

Other Items

Qty	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		132.00	\$132.00
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

+ Item - Del

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

28 Click "Save"

Other Items

Qty	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		132.00	\$132.00
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

Modal Form:

Qty	Item	Amount	Line Total
1	Meal Per Diem (China, Suzhou)	95	\$285.00

Save Delete Cancel

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

Other Items

Qty	Item	Unit	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		132.00	\$132.00
1	Meal Per Diem (China, Suzhou)		95.00	\$285.00
1	Car Service		0.00	\$0.00
1	Car Rental		0.00	\$0.00
1	Mileage		0.00	\$0.00

Modal Form:

Qty	Item	Amount	Line Total
1	Airfare	100	\$100.00

Save Delete Cancel

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

4. Once TREQ run calculate actual reimbursement amount
5. The actual amount must be equal to the Total amount based on per diem
6. Amount may be reduced to exclude specific daily meals not eligible for reimbursement

TABLE TOTAL

Other Items

Qty	Item	Unit	Amount	Line Total
3	Lodging Per Diem (China, Suzhou)		132.00	\$396.00
3	Meal Per Diem (China, Suzhou)		95.00	\$285.00
1	Airfare		1,200.00	\$1,200.00
1	Transportation		300.00	\$300.00
1	Mileage		0.00	0.00

+ Add + Set

Save & Continue

+ Add a Note

+ Cancel This Order...

Contact • Help • Privacy • Terms

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

TREQ

Test Scores

What does this mean?

Search

W

TREQ018035

Travel: Stacey Hardin > China, Shanghai & Suzhou

Travel Pre-Authorization: Creating

Invoice: Stacey Hardin

Destination: China Shanghai & Suzhou

Dates: 8/28/2023 - 9/6/2023

Upload Attachments

Create folder in OneDrive named

TREQ018035

Copy

Open OneDrive Folder

Checklist Folder

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

Done Uploading

Help: Attachments

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

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice 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 Name

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 Numbers look like "TREQ018035".

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.

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

TREQ018035

Travel: Stacey Hardin > China, Shanghai & Suzhou

Travel Pre-Authentication | Creating

Traveler	Destination	Dates
Stacey Hardin	China, Shanghai & Suzhou	8/28/2025 - 9/5/2025

Upload Attachments

Create folder in OneDrive named

TREQ018035 Copy

Expand OneDrive Folder

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

Done Uploading

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

- OneDrive

To make managing files easier for you and the fiscal team, we are storing files related to TTEQ 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 TRIG requests. A link will be provided to that folder within your TRIG Projects and Orders.

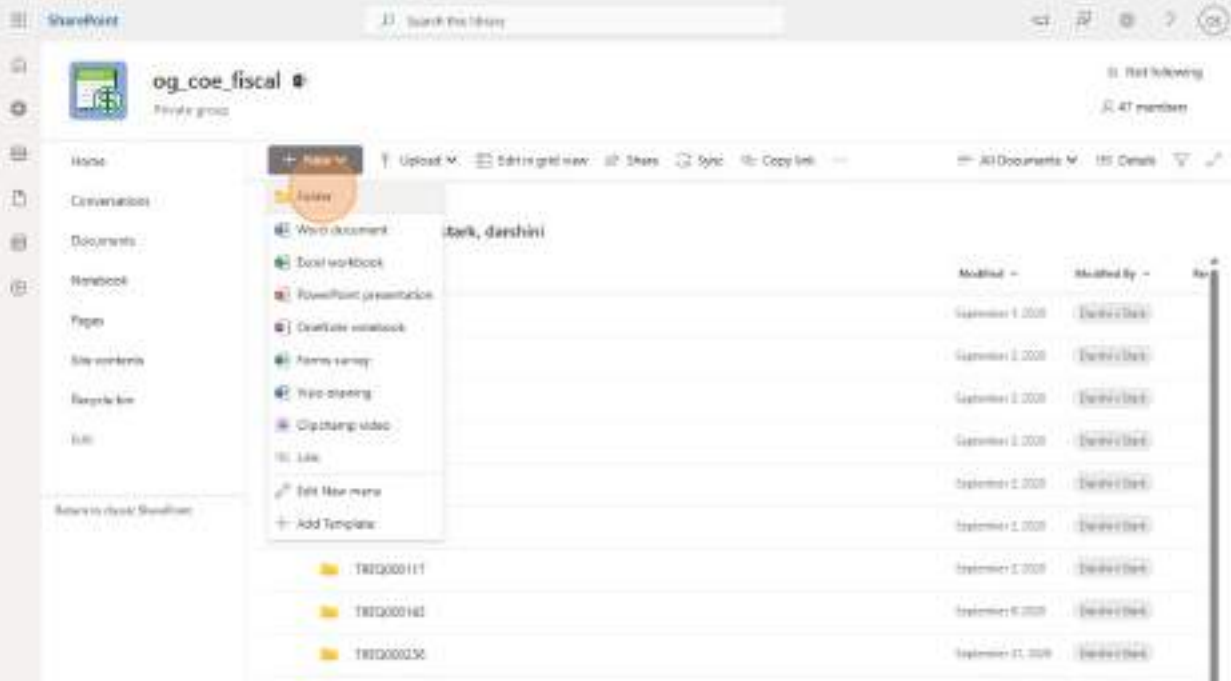
If you don't have a TRIO OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name

Your budget manager will give you instructions for how to organize your TRIO attachments in OneDrive. Generally they want you to create a folder per TRIO project using the Project Number as the folder name. TRIO Project numbers look like "TR000H24".

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

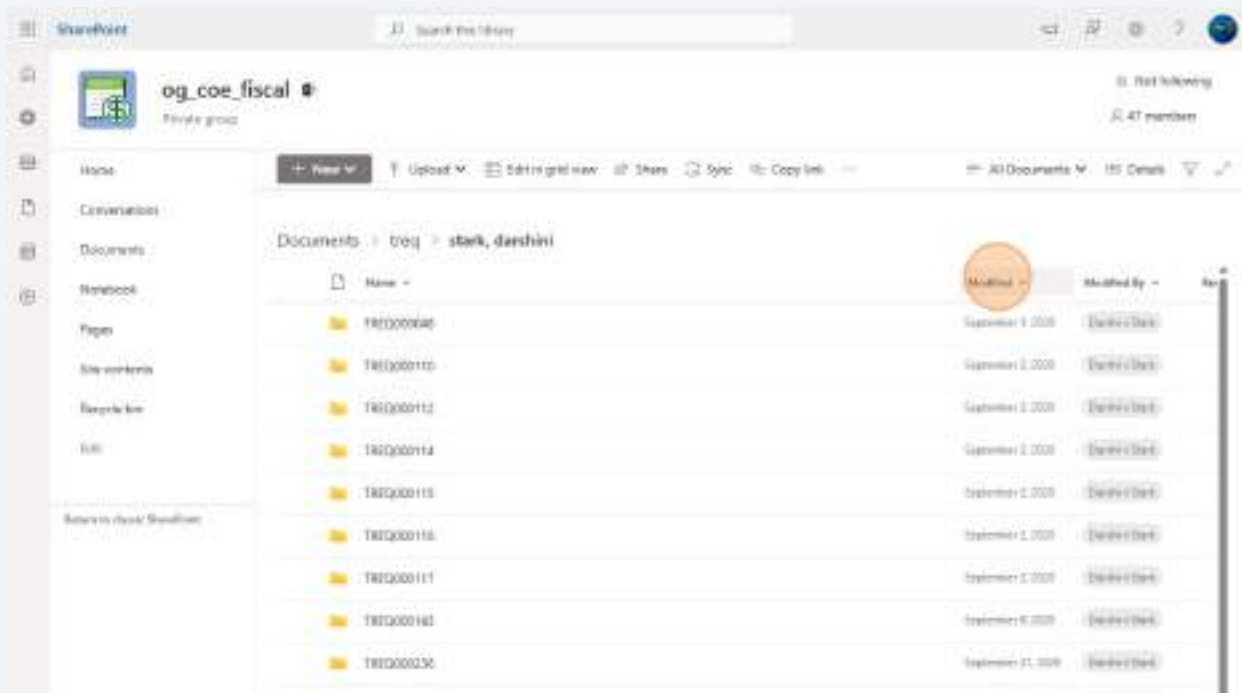
To create the folder, press "New", then "Folder"



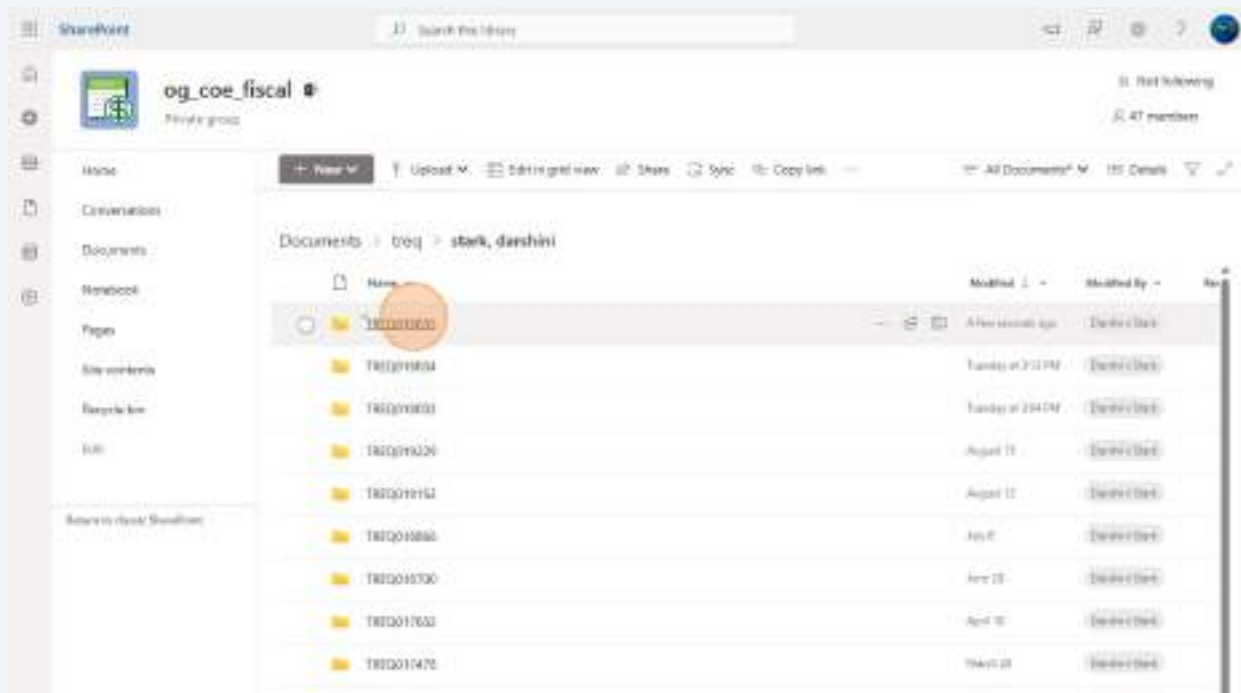
- 34 Paste the TREQ number in the "Name" field then click "Create"



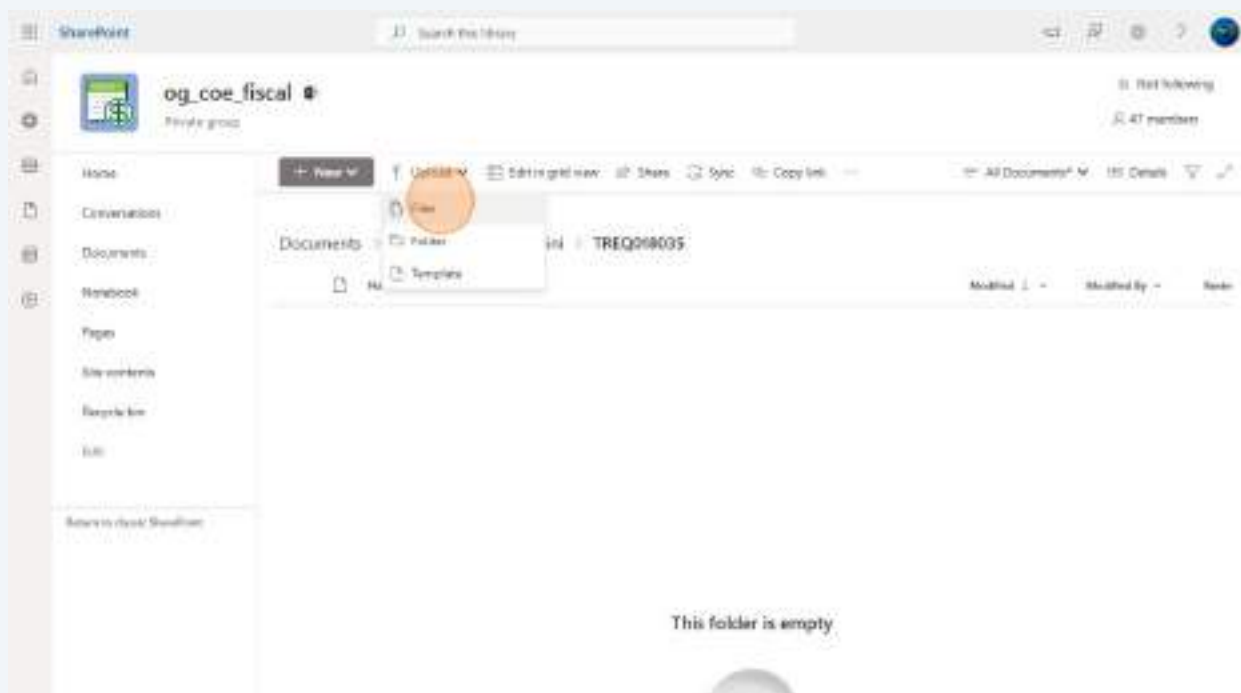
- 35 You can find your TREQ folder faster by sorting by newest modified. Click on the column titled "Modified"



36 Open the folder you just created

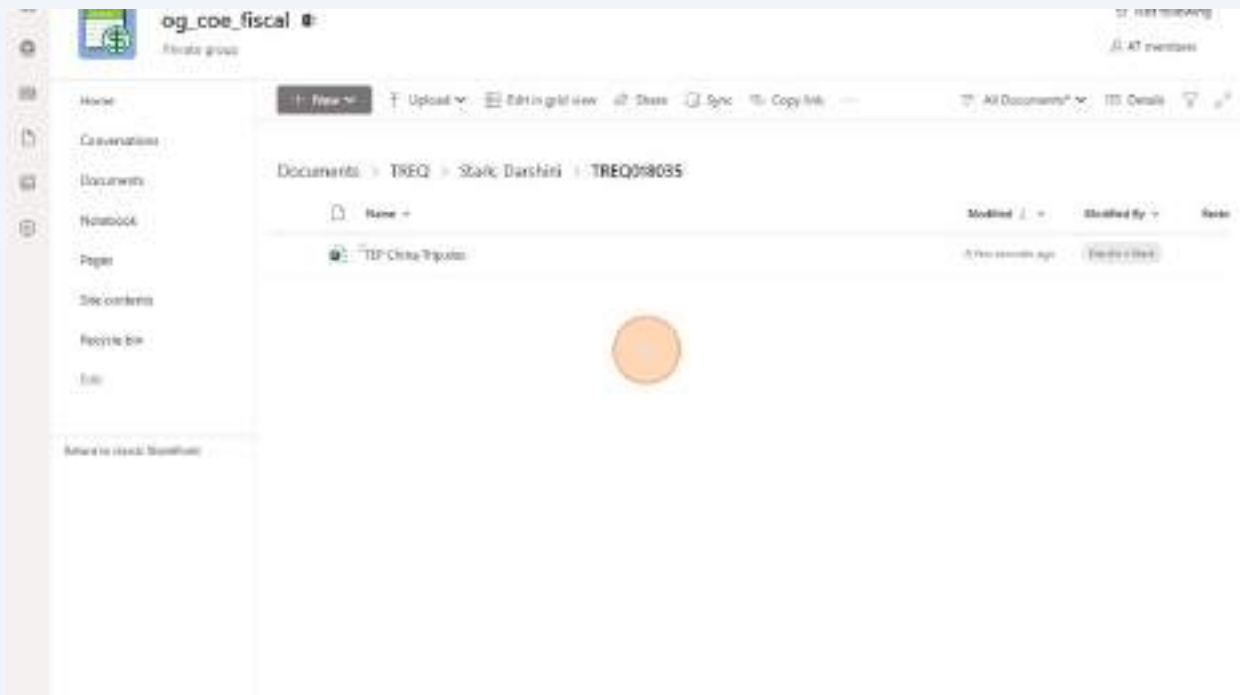


37 To upload supporting documentaion, click the "Upload", then press "Files"



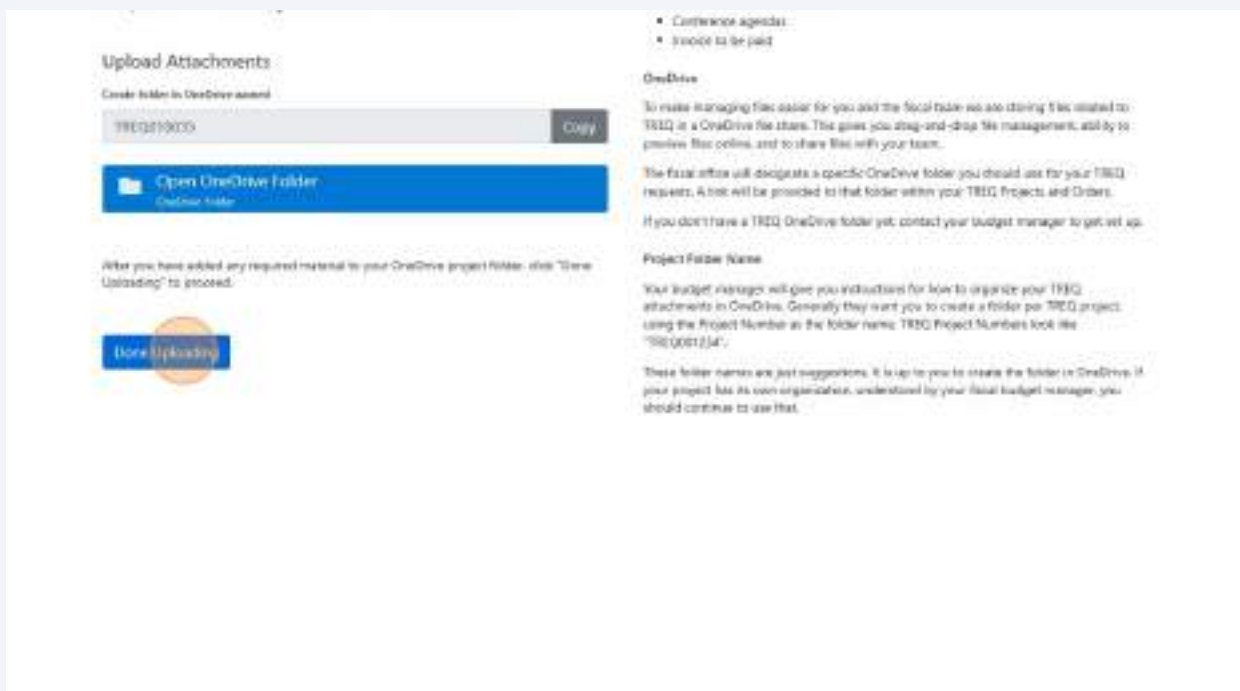
38

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

PG104033 TEP Director Program Funds AC000000 A0000000 Split Type: Remainder

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.

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

41

Click "Save"

Fiscal Tags

PG104033 TEP Director Program Funds AC000000 A0000000 Split Type: Remainder

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.

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

42 Click "Continue"

Traveler: Stacey Hardin Destination: China, Shanghai & Suzhou Date: 8/26/2025 - 9/6/2025

Fiscal Tags

FROM TAG	NAME	OTHER TAG	DEBIT
PG134811	TEP Director Program Funds		* Base order

+ Fiscal Tag

+ Add a Note

Finish entering Fiscal Tags

[Continue](#)

+ Cancel This Order

43 Review your Travel Pre-Authorization!

TRIP [What Are My Costs?](#) [Search](#) **W**

Department Approval

[Review & Submit](#)

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

Travel: Stacey Hardin > China, Shanghai & Suzhou [Change Trip](#)

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

Business Purpose

Dr. Hardin will travel to China to strengthen UW'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 UW's teaching methods.

Items [Change Items](#)

ITEM	AMOUNT
Lodging (2nights = 2 nights = \$1875)	\$1875.00
Meals (5 days = \$300)	\$300.00

44

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

Department Approver

☒ Send to Department Approver
☐ Approve this myself

Send to Department Approver
 Specify who will provide the initial department approval. This will be a PL, Director, Area Chair, or Dean who has authority over project and the relevant budgets.

Department Approver
 Stacey Hardin

Approval Note
 [Empty text area]

(Optional) Add a note if this project needs additional explanation for the approval.
 [Empty text area]

Submit
[Cancel this Order...](#)

Continued: [http://owu.edu](#)
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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 Complete

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

TRIP Change Name

Lodging (5 nights = 5 nights x \$375)	\$1875.00
Meals (5 days x \$160)	\$800.00
Lodging Per Diem (China, South) (2 x \$1200)	\$2400.00
Meal Per Diem (China, South) (2 x \$1200)	\$2400.00
Airfare	\$1200.00
Transportation	\$100.00
Total	\$8,775.00

Department Approval

OK, 8/23/2025, 11:03 AM
 Darshini Sark initiated approval from Stacey Hardin

OK, 8/23/2025, 11:03 AM
 Approved by Darshini Sark on behalf of Stacey Hardin

Add a Note

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"

The screenshot displays the UW Travel Pre-Authorization system interface. On the left sidebar, project details for 'Travel: Stacy Hardin' are visible, including the destination 'China, Shanghai & Suzhou' and dates '8/28/2023 - 9/6/2023'. The main content area shows a 'Travel Pre-Authorization' header with a 'Complete' status. Below this, a '+ Order' button is circled in orange. Underneath, the 'Add Order to this project' section lists several options: 'Travel Pre-Authorization', 'Travel Reimbursement' (highlighted in blue), 'Other Pre-Authorization', 'Other Reimbursement', 'Make a Purchase', and 'Pay an Invoice'. To the right, the 'Start a new project' section lists similar options. A note at the bottom explains that multiple orders can be added to a single project, and provides an example of adding a 'Travel Reimbursement' to an existing 'Travel Pre-Authorization' project.

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 [UT 252 website](#).
- Enter US GSA Per Diem rate for lodging daily limit for your destination and month of travel.
- Enter your Actual Lodging (or requested hotel 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 Limit except special rates.
- Exceptions to Lodging Limit must have a pre-approval.

Lodging Rights

\$

US GSA Per Diem

\$ 275

Lodging Limit

\$1,275.00

275 x 5 nights

Actual Lodging

\$ 1750

Meals & Incidentals

- Enter number of days of travel.
- Look up rate for your destination on [UT 252 website](#).
- Enter US GSA Per Diem rate for Meals (M&I Total).
- You will be reimbursed the Meals Total amount (per diem x days).
- Daily per diem may be reduced; example: conference includes lunch or breakfast part of a day.
- No receipts are needed for meals & incidentals.

Meal Days

5

US GSA Per Diem

\$ 160

Meals Total

\$960.00

160 x 6 days

Meals Actual

\$

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 exclude 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 [UT 252 website](#).
- Enter US GSA Per Diem rate for Meals (M&I Total).
- You will be reimbursed the Meals Total amount (per diem x days).
- Daily per diem may be reduced; example: conference includes lunch or breakfast part of a day.
- No receipts are needed for meals & incidentals.

Meal Days

5

US GSA Per Diem

\$ 160

Meals Total

\$960.00

160 x 6 days

Meals Actual

\$

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 exclude specific daily meals not eligible for reimbursement.

Other Items

Qty	Item	UPL	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		132	\$132.00
1	Meal Per Diem (China, Suzhou)		95	\$95.00
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

49

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

3. Your office will determine actual reimbursement amount.
 4. This must be less than or equal to the Weekly Total amount based on per diem.
 5. Amount may be reduced to provide specific item receipts and receipts for reimbursement.

Other Items:

Qty	Item	URL	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		852	\$112.00
1	Meal Per Diem (China, Suzhou)		95	\$95.00
1	Airfare		1200	\$1,200.00
1	Transportation		300	\$300.00
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 - Item

Qty: 1 Item: Lodging Per Diem (China, Suzhou) Amount: 852 Line Total: \$112.00

URL:

50

Click "Save"

3. Your office will determine actual reimbursement amount.
 4. This must be less than or equal to the Weekly Total amount based on per diem.
 5. Amount may be reduced to provide specific item receipts and receipts for reimbursement.

Other Items:

Qty	Item	URL	Amount	Line Total
1	Lodging Per Diem (China, Suzhou)		305	\$112.00
1	Meal Per Diem (China, Suzhou)		95	\$95.00
1	Airfare		1200	\$1,200.00
1	Transportation		300	\$300.00
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 - Item

Qty: 1 Item: Lodging Per Diem (China, Suzhou) Amount: 305 Line Total: \$112.00

URL:

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

Save Delete Cancel

51 Click "1200"

Meals Total
\$060.00
1100 = 8 days

Meals Actual
\$

- Travel office will submit the actual reimbursement amount
- This must 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

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	\$1,290.00
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 - Item

Save & Continue

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.

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	\$1,290.00
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 - Item

Qty: 1

Item: Airfare

Amount: 907.33

Line Total: \$1,299.00

URL:

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

Open Delete Cancel

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

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		907.35	\$907.35
1	Transportation		284.17	\$284.17
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

+ Items + Totals

Save & Continue

[Add a Note](#)

[Cancel this Order](#)

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

TREQ018035
Travel: Stacey Hardin > China, Shanghai & Suzhou
Travel Reimbursement | Creating

Traveler: Stacey Hardin | Destination: China, Shanghai & Suzhou | Dates: 8/08/2025 - 8/16/2025

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 8/28-8/6

Did your travel plans change during trip (flight delays, came 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#exceptionstoperdiem>

56

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

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

TREQ01B035

Travel: Stacey Hardin > China, Shanghai & Suzhou

Travel Reimbursement | Creating

Traveler	Destination	Dates
Stacey Hardin	China, Shanghai & Suzhou	8/05/2025 - 8/6/2025

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, came home early, etc)? ☐ Yes ☒ No

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

[Save](#)

58 If meals were provided, please choose "Yes"

Travel Reimbursement | Creating

Traveler	Destination	Dates
Stacey Hardin	China, Shanghai & Suzhou	8/05/2025 - 8/6/2025

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, came home early, etc)? ☐ Yes ☒ No

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

[Save](#)

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 8/28-8/31

Did your travel plans change during trip (flight delays, came 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

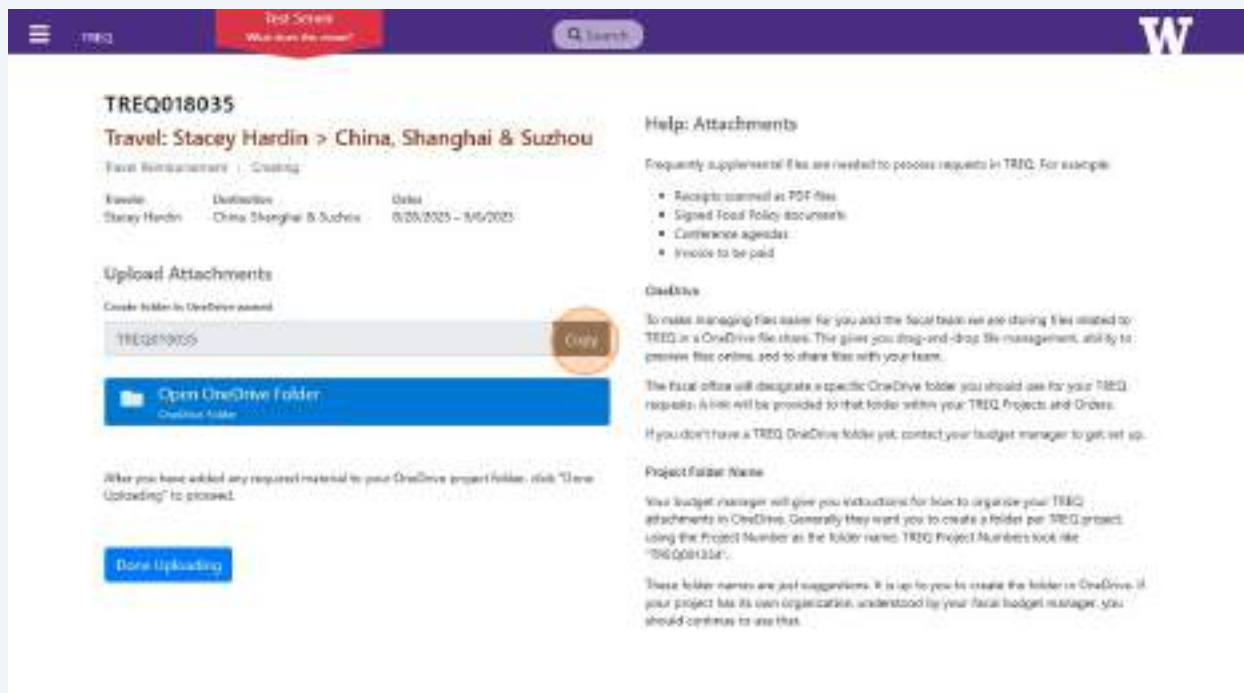
Breakfast was provided by hotel 8/28-8/31

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

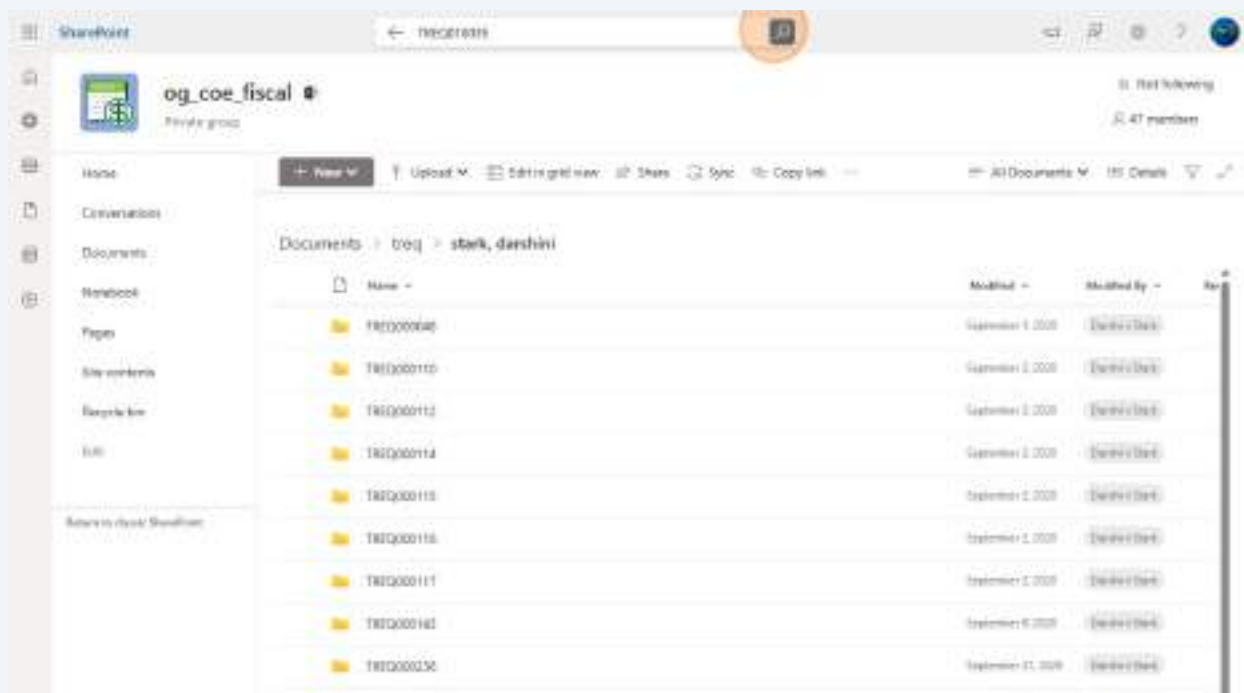
Do you have other funding (not previously included on Pre-Travel Authorization)? ☐ Yes ☐ No

Save

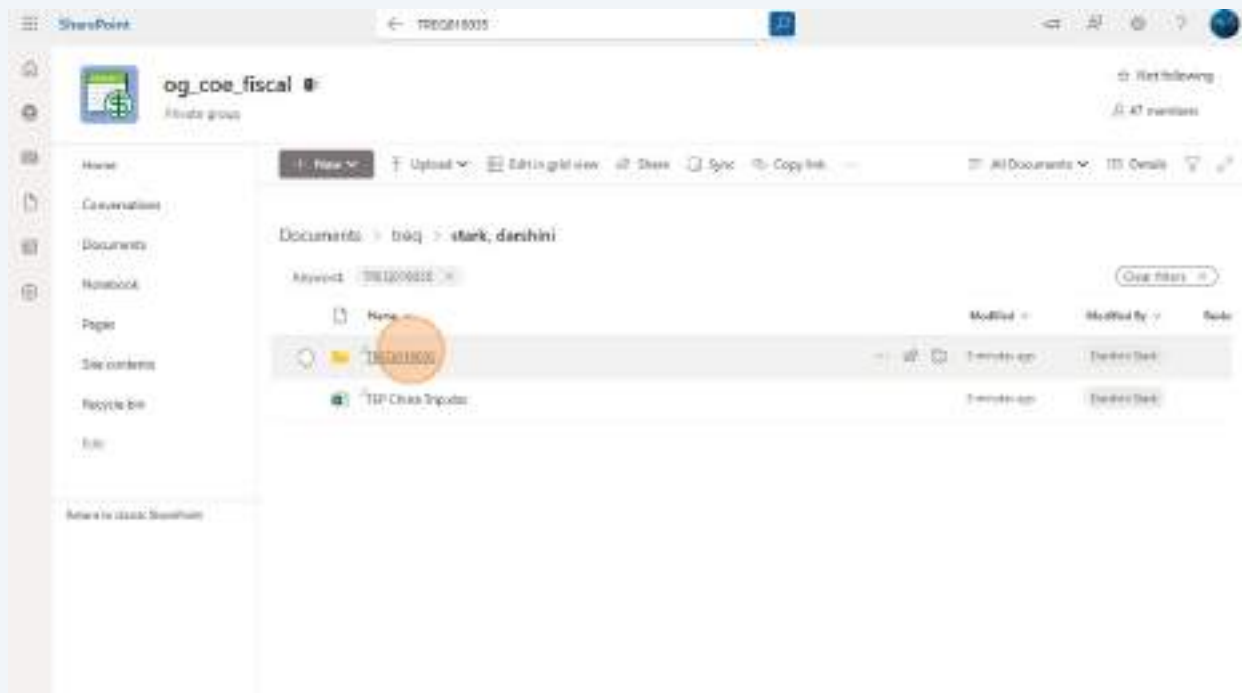
- 61 To open the corresponding TREQ folder, press "Copy". SharePoint should open in a new tab.



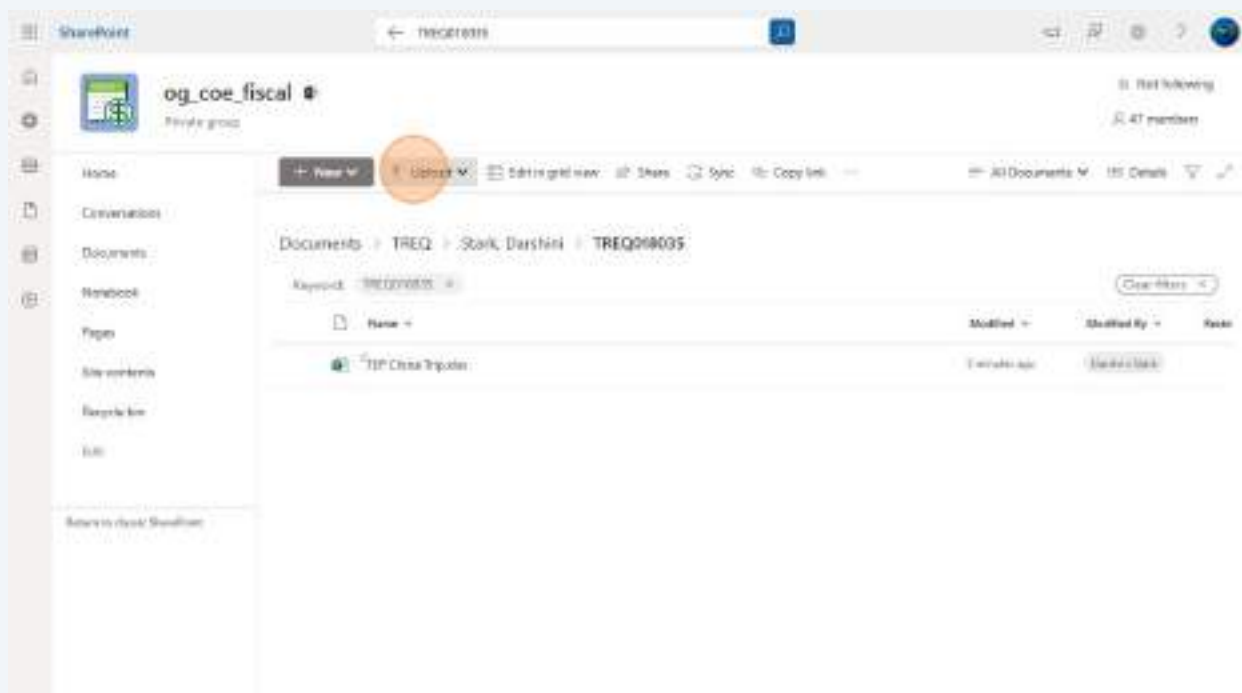
- 62 You can search for the folder using the search bar at the top. Paste in the TREQ number then press the search icon.



63 Open the TREQ folder

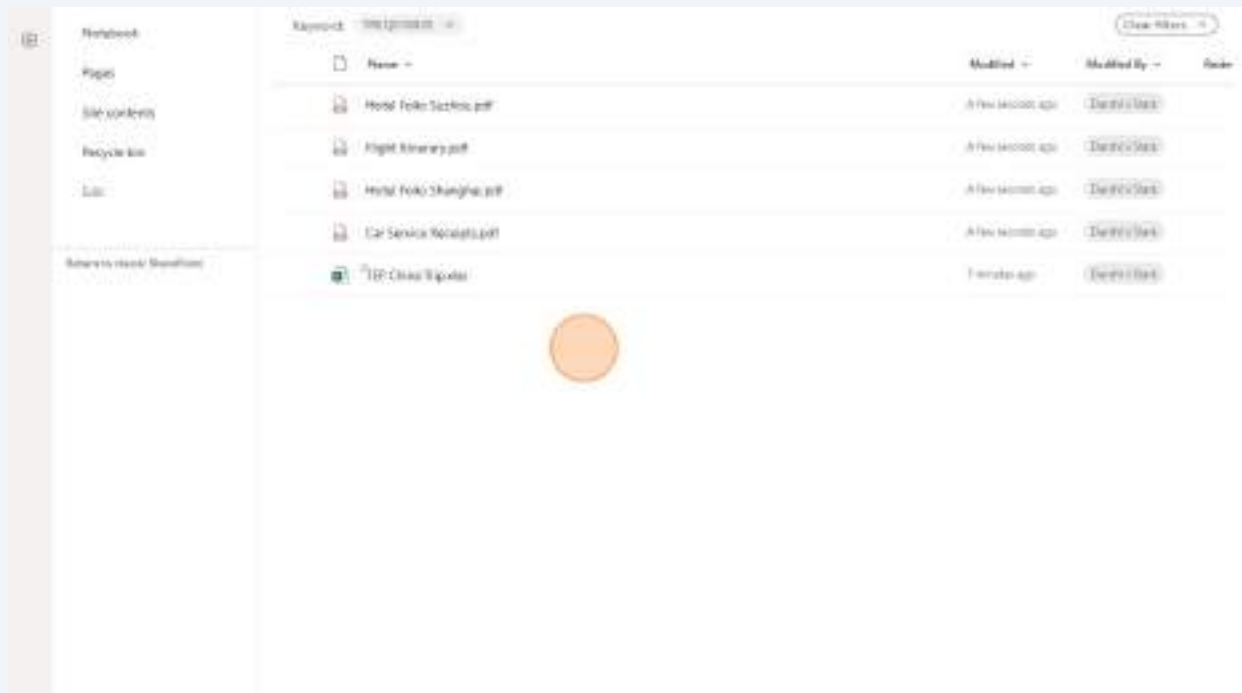


64 Click "Upload" then "Files"



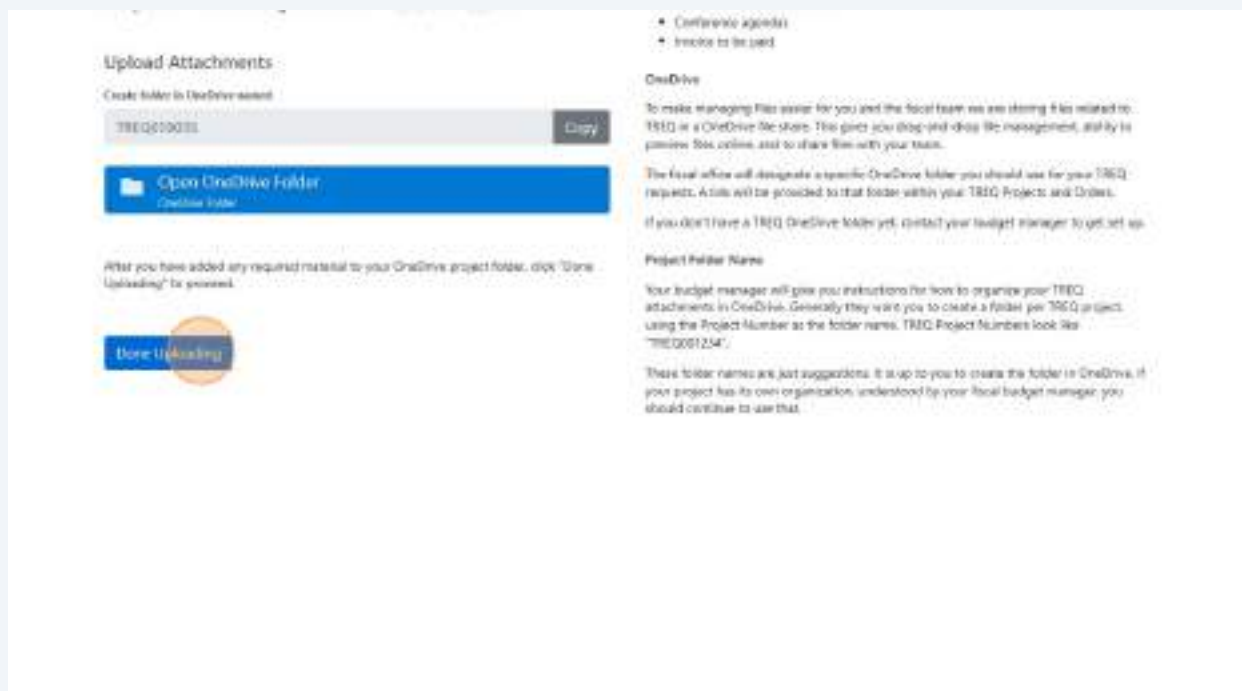
65

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"

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

Fiscal Tags

FISCAL TAG	SAME	OTHER TAGS	INPUT
PD10400	TEP Director Program Funds		* Remainder

+ Fiscal Tag

+ Add a Note

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

Traveler: Stacey Hardin Destination: China, Shanghai & Suzhou Dates: 8/28/2025 - 9/6/2025 [Change Trip](#)

Business Purpose

Dr. Hardin will travel to China to strengthen UW'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 UW's teaching methods.

Items

ITEM	AMOUNT
Lodging Direct (\$150 x 2 nights = \$300)	\$1750.00
Meals 10 days = \$1000	\$300.00
Lodging Per Diem (China, Suzhou)	\$285.00
Meal Per Diem (China, Suzhou) (1 x \$5.00)	\$285.00
Airfare	\$867.18

[Change Items](#)

69

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

PS15488 SEP Director Program Funds

Send Order to Fiscal

This project includes a Pre-Authorization which has Department Approval, that step is complete. After reviewing and verifying your order, send to fiscal for handling.

Department Pre-Audit

Fri, 8/22/2025, 11:11 AM
Daphne Stark requested approval from Stacy Hardin
Department Approval was provided as pre-authorization for the project

Fri, 8/22/2025, 11:11 AM
Approved by Daphne Stark on behalf of Stacy Hardin

Submit

[Cancel this Order...](#)

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70

Step