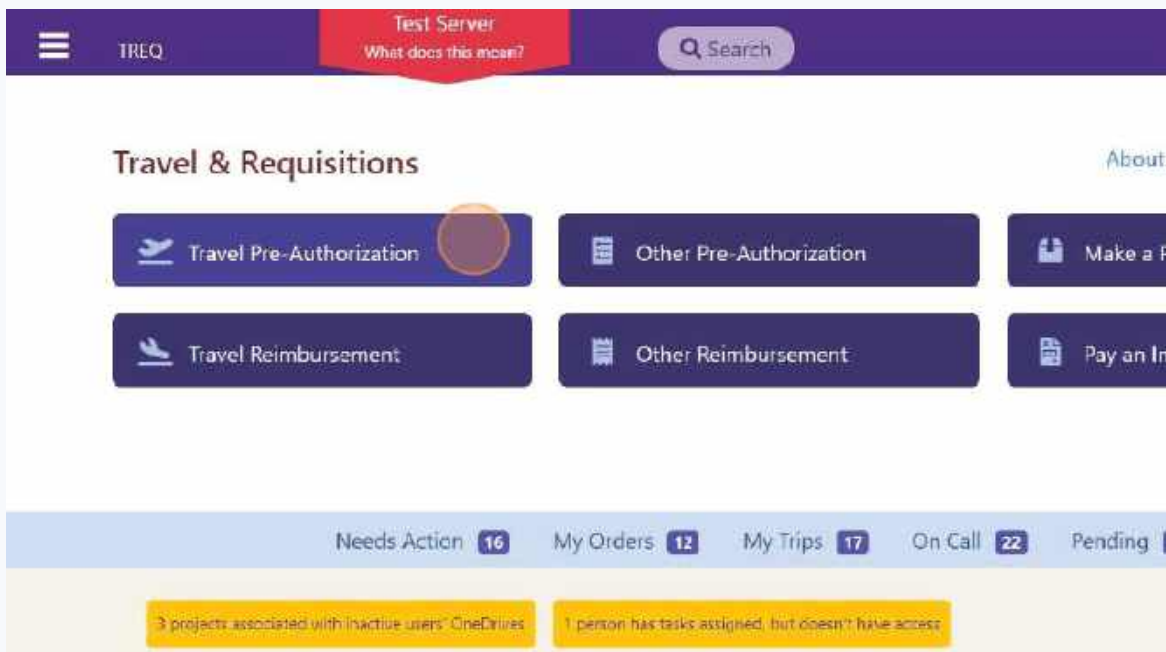


# TREQ: Filing out a Travel Pre-Authorization Form

This guide provides step-by-step instructions on how to fill out a Travel Pre-Authorization form. It covers different scenarios such as COE Traveler, UW Traveler (Other Unit), and Non UW Traveler. The guide also explains how to add travel items, create a TREQ folder, and add a budget number or fiscal tag. By following this guide, users can easily complete and submit their Travel Pre-Authorization form.

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

- 2 Before traveling, please fill out a "Travel Pre-Authorization" form in TREQ. Start by navigating to TREQ and press "Travel Pre-Authorization".



## COE TRAVELER

3

Under Traveler Affiliation, "COE Traveler" will be automatically selected. The name of the person filling out the form will also auto populate in the "Traveler" box.

#### Traveler Affiliation

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

#### Traveler (College of Education)

Darshini Stark

#### Destination

|

#### Departure Date

mm/dd/yyyy



#### Return Date

mm/dd/yyyy



#### Business Purpose

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

#### Traveler

Use Affiliation to choose category of traveler.

For a COE Traveler use the provided person's faculty, staff, or student employee. For other traveler's name and contact information.

Use "Non UW Traveler" for UW students who

#### Honorarium

Honorarium is only an option for Non-UW Traveler affiliation, optional Honorarium field.

#### Business Purpose

UW defines business purpose as: "Explanation used for UW business." In addition, all expenses have an additional statement on the expenditure.

4

If you are filling it out on behalf of another COE Traveler, please update the "Traveler" box to their name by typing in the name of the traveler and selecting the correct pop up option.

## Travel Pre-Authorization

#### Traveler Affiliation

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

#### Traveler (College of Education)

Darshini Stark

#### Destination

#### Departure Date

mm/dd/yyyy



#### Return Date

mm/dd/yyyy



#### Business Purpose

#### Help: Create

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

#### Traveler

Use Affiliation to choose category of traveler.

For a COE Traveler use the provided person's faculty, staff, or student employee information.

Use "Non UW Traveler" for UW students who

#### Honorarium

Honorarium is only an option for Non-UW Traveler affiliation, optional Honorarium field.

#### Business Purpose

### Travel Pre-Authorization

**Traveler Affiliation**

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

**Traveler (College of Education)**

Darshini Stark

Stark, Darshini (dmestark)

Departure Date

mm/dd/yyyy

Return Date

mm/dd/yyyy

Business Purpose

**Help: Create**

Provide a summary of the trip and Reimbursement information.

**Traveler**

Use Affiliation dropdown menu to select the appropriate affiliation.  
For a COE Traveler, select "COE Traveler (Faculty, Staff, or Student employee)".  
For a UW Traveler, select "UW Traveler (Other Unit)".  
For a Non UW Traveler, select "Non UW Traveler".

**Honorarium**

Honorarium: A payment made to a traveler for expenses incurred while traveling on business. It is not a reimbursement of actual expenses.  
Honorarium: A payment made to a traveler for expenses incurred while traveling on business. It is not a reimbursement of actual expenses.

**Business Purpose**

UW defines business purpose as a statement of the purpose of the trip and the business to be conducted.

5 Update the "Destination" field.

**Traveler Affiliation**

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

**Traveler (College of Education)**

Stark, Darshini (dmestark)

**Destination**

Departure Date

mm/dd/yyyy

Return Date

mm/dd/yyyy

Business Purpose

**Help: Create**

Provide a summary of the trip and Reimbursement information.

**Traveler**

Use Affiliation dropdown menu to select the appropriate affiliation.  
For a COE Traveler, select "COE Traveler (Faculty, Staff, or Student employee)".  
For a UW Traveler, select "UW Traveler (Other Unit)".  
For a Non UW Traveler, select "Non UW Traveler".

**Honorarium**

Honorarium: A payment made to a traveler for expenses incurred while traveling on business. It is not a reimbursement of actual expenses.  
Honorarium: A payment made to a traveler for expenses incurred while traveling on business. It is not a reimbursement of actual expenses.

**Business Purpose**

UW defines business purpose as a statement of the purpose of the trip and the business to be conducted.

## TRIP REIMBURSEMENT

**Traveler Affiliation**

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

**Traveler (College of Education)**

Stark, Darshini (dmestark) ✓

**Destination**

Las Vegas, NV

**Departure Date**

mm/dd/yyyy

**Return Date**

mm/dd/yyyy

**Business Purpose**

**Help: Create a Trip**

Provide a summary of your trip, and Reimbursement orders.

**Traveler**

Use Affiliation to choose category of traveler.

For a COE Traveler use the provided person's faculty, staff, or student employee. For other traveler's name and contact information.

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

**Honorarium**

Honorarium is only an option for Non-UW Traveler affiliation, optional Honorarium field.

**Business Purpose**

UW defines business purpose as: "Explanation used for UW business." In addition, all expenses must have an additional statement on the expenditure: "How is this trip serving UW / grant business?"

6

Then input the "Departure" and "Return" dates by clicking on the calendar icon. Click the "Return Date" field.

☐ Non UW Traveler

**Traveler (College of Education)**

Darshini Stark

**Destination**

Las Vegas, NV

**Departure Date**

mm/dd/yyyy

**Return Date**

mm/dd/yyyy

**Business Purpose**

Personal Time

**Traveler**

Use Affiliation to choose category of traveler.

For a COE Traveler use the provided person's faculty, staff, or student employee. For other traveler's name and contact information.

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

**Honorarium**

Honorarium is only an option for Non-UW Traveler affiliation, optional Honorarium field.

**Business Purpose**

UW defines business purpose as: "Explanation used for UW business." In addition, all expenses must have an additional statement on the expenditure: "How is this trip serving UW / grant business?"

Traveler (College of Education)

darshini stark

Destination

Vegas, NV

Departure Date

05/2024

Return Date

mm/dd/yyyy

Business Purpose

Personal Time

Traveler

Use Affiliation to choose category of traveler.

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

Use "Non UW Traveler" for UW students who are not currently

Honorarium

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

Business Purpose

UW defines business purpose as: "Explanation of how the trip is used for UW business." In addition, all expenditures on grant have an additional statement on the expenditure's benefit.

How is this trip serving UW / grant business?

7

Please be sure to provide a business purpose that explains how this trip is serving UW business or the grant.

Traveler (College of Education)

Darshini Stark

Destination

Las Vegas, NV

Departure Date

08/05/2024

Return Date

08/08/2024

Business Purpose

Personal Time

☒ No

Traveler

Use Affiliation to choose category of traveler.

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

Use "Non UW Traveler" for UW students who are not currently

Honorarium

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

Business Purpose

UW defines business purpose as: "Explanation of how the trip is used for UW business." In addition, all expenditures on grant have an additional statement on the expenditure's benefit.

How is this trip serving UW / grant business?

**Personal time? If not, skip to step (11)**

8

If you will have personal time on a trip, select "Yes, will use time-off during trip" under the "Personal Time" section

08/05/2024 08/08/2024

Monorarium affiliation, op

**Business Purpose**

Attending a conference and presenting research

**Personal Time**

☒ No

☐ Yes, will use time-off during trip

Save & Continue

Contact • Help • Privacy • Terms

9

Fill out the Location section

Attending a conference and presenting research

LW defines t  
LW business  
statement or  
How is this ti

**Personal Time**

☐ No

☒ Yes, will use time-off during trip

**1** Location

Start Date/Time mm/dd/yyyy

End Date/Time mm/dd/yyyy

Clear Personal Time-1

**2** Location

Start Date/Time mm/dd/yyyy

10

Then in the "Star Date/Time" and "End Date/Time" please use the calendar to select dates, and the clock to select the times.

For example, if you plan to stay longer at your location to sight see, personal time would start after the conference ends till the time you leave to board your flight home. For more details on Personal Time, please visit the UW Travel Services website: <https://finance.uw.edu/travel/personal>

Click "Save & Continue"

statement on the expenditure  
How is this trip serving UW /

**Personal Time**

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

**1** Location: Las Vegas, NV

Start Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

End Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

Clear Personal Time 1

**2** Location:

Start Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

End Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

Clear Personal Time 2

How is this trip serving UW /

**Personal Time**

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

**1** Location: Las Vegas, NV

Start Date/Time: 08/07/2024 [calendar icon] --:-- -- [clock icon]

End Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

Clear Personal Time 1

**2** Location:

Start Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

End Date/Time: mm/dd/yyyy [calendar icon] --:-- -- [clock icon]

Clear Personal Time 2

statement on the expenditure's benefit to grant.  
How is this trip serving UW / grant business?

Personal time-off during trip

Las Vegas, NV

Time

08/07/2024

Time

08/08/2024

Clear Personal Time 1

Time

mm/dd/yyyy

Time

mm/dd/yyyy

Clear Personal Time 2

How is this trip serving UW / grant business?

Personal time during trip

Las Vegas, NV

7/2024

04:00 PM

8/2024

Personal Time 1

dd/yyyy

dd/yyyy

Personal Time 2

How is this trip serving UW / grant business?

se time-off during trip

Las Vegas, NV

Time08/07/202404:00 PM

Time08/08/2024

Clear Personal Time 1

Timemm/dd/yyyy

Timemm/dd/yyyy

Clear Personal Time 2

UW business." In addition, all expenditures on grants are required to statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

during trip

Las Vegas, NV

08/07/202404:00 PM

08/08/202406:45 PM

Clear Personal Time 1

Timemm/dd/yyyy

Timemm/dd/yyyy

**1** Location: Las Vegas, NV

Start Date/Time: 08/07/2024 04:00 PM

End Date/Time: 08/08/2024 06:45 PM

Clear Personal Time 1

**2** Location:

Start Date/Time: mm/dd/yyyy --:--

End Date/Time: mm/dd/yyyy --:--

Clear Personal Time 2

**Save & Continue**

## No Personal Time

- 11** If you do not have personal time, click "Save & Continue"

08/05/2024 08/08/2024

**Business Purpose**

Attending a conference and presenting research

**Personal Time**

☒ No

☐ Yes, will use time-off during trip

**Save & Continue**

Honorarium is only an option for non-UW U traveler affiliation, optional Honorarium field

UW defines business purpose as: "Explanation used for UW business." In addition, all expenses have an additional statement on the expenditure.

How is this trip serving UW / grant business?

Contact • Help • Privacy • Terms

## UW Traveler (Other Unit)

- 12 If you are filling out the form for another traveler that is a UW employee but not with the College of Education, select "UW Traveler (Other Unit)".

The screenshot shows the 'Travel Pre-Authorization' form. At the top, there is a purple header with a menu icon, 'TREQ', a red 'Test Server' button with the text 'What does this mean?', and a search bar. The main title 'Travel Pre-Authorization' is in a large, bold font. Below it, the 'Traveler Affiliation' section has three radio button options: 'COE Traveler (Faculty, Staff, or Student employee)', 'UW Traveler (Other Unit)' (which is selected), and 'Non UW Traveler'. To the right of the form, there is a 'Help: Create' section with links for 'Provide a sur and Reimbur', 'Traveler', 'Use Affiliatio', 'For a COE Tr student emp information.', 'Use "Non UW', 'Honorarium', and 'Honorarium affiliation, op'. The form itself has a light blue background for the 'TRAVELER' section, which includes fields for 'Name', 'Email', and 'Phone'.

- 13 Type their name into the "Name" field.


This screenshot shows the same 'Travel Pre-Authorization' form, but with the 'Name' field in the 'TRAVELER' section now containing the text 'Las Vegas, NV'. The 'UW Traveler (Other Unit)' radio button remains selected. The 'Help: Create' section on the right is still visible, showing links for 'Provide a sur and Reimbur', 'Traveler', 'Use Affiliatio', 'For a COE Tr student emp information.', 'Use "Non UW', 'Honorarium', 'Honorarium affiliation, op', and 'Business Pur'. The 'Destination' field at the bottom of the form also contains the text 'Las Vegas, NV'.

## 14



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

**TRAVELER**

Name

Email    
 Phone

Destination

Departure Date   Return Date  

## -Authorization

er (Faculty, Staff, or Student employee)  
r (Other Unit)  
aveler

ii

Phone

310-710-3850

[Help: Create a Trip](#)

Provide a summary of your trip. This trip description will be used for Reimbursement orders.

## Traveler

Use Affiliation to choose category of traveler.

For a COE Traveler use the provided person search to pick a student employee. For other traveler affiliation, enter the traveler information.

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

## Honorarium

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

### Business Purpose

## Non UW Traveler

- 15 Click the "Non UW Traveler" field.

TREQ Test Server What does this mean? Search

## Travel Pre-Authorization

**Traveler Affiliation**

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

**TRAVELER**

**Name**  
Stark, Darshini

**Email**  
dmestark@uw.edu

**Phone**  
310-710-3850

**Help: Create**  
Provide a sur  
and Reimburs

**Traveler**  
Use Affiliatio  
For a COE Tr  
student emp  
Information.  
Use "Non UW  
Honorary  
Honorary  
affiliation, op

- 16 Fill out the traveler information.

**Traveler Affiliation**

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

**TRAVELER**

**Name**  
|

**Email**

**Phone**

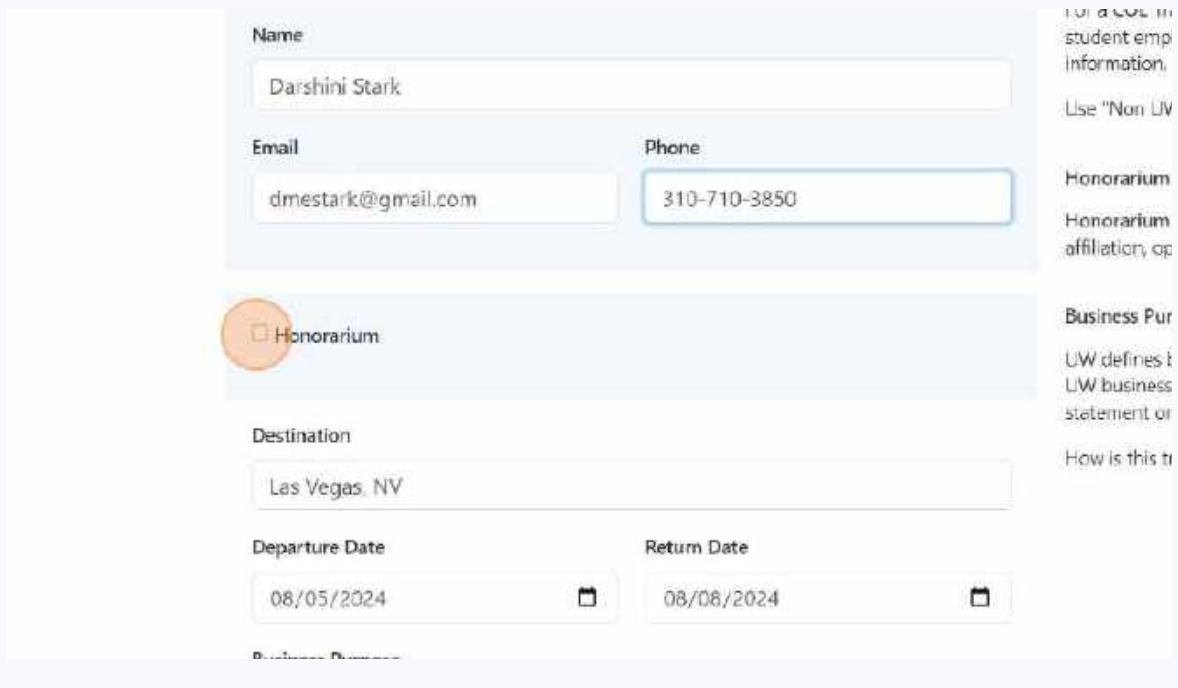
☐ Honorary

**Help: Create**  
Provide a sur  
and Reimburs

**Traveler**  
Use Affiliatio  
For a COE Tr  
student emp  
Information.  
Use "Non UW  
Honorary  
Honorary  
affiliation, op

**Business Pur**  
UW defines b  
UW business  
statement

- 17 If they will be receiving an honorarium, please check the "Honorarium" box.



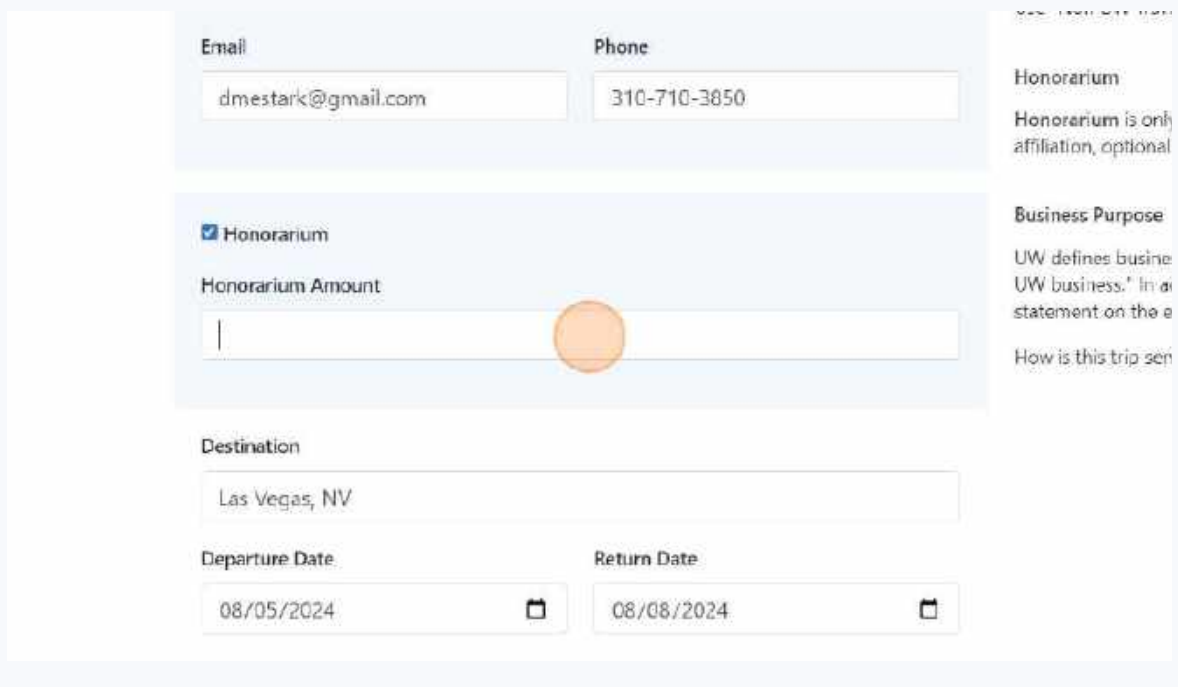
The screenshot shows a form with the following fields and labels:

- Name:** Darshini Stark
- Email:** dmestark@gmail.com
- Phone:** 310-710-3850
- Honorarium:** ☐ (highlighted with an orange circle)
- Destination:** Las Vegas, NV
- Departure Date:** 08/05/2024
- Return Date:** 08/08/2024

On the right side, there is a sidebar with the following text:

- For a complete student employment information, please refer to the UW Student Employment Handbook.
- Use "Non UW Business Purpose" for non-business purposes.
- Honorarium:** Honorarium is only for affiliation, optional.
- Business Purpose:** UW defines business purpose as "UW business." In a statement on the e-form, you must describe the business purpose of the trip.
- How is this trip serving the university?

- 18 Fill in the amount to be received in the "Honorarium Amount" field.



The screenshot shows the same form as above, but with the following changes:

- Honorarium:** ☒ (checked)
- Honorarium Amount:** (highlighted with an orange circle)

The sidebar on the right is also updated:

- Honorarium:** Honorarium is only for affiliation, optional.
- Business Purpose:** UW defines business purpose as "UW business." In a statement on the e-form, you must describe the business purpose of the trip.
- How is this trip serving the university?

19

Click the "Destination", "Departure Date", "Return Date", and "Business Purpose" must also be filled out. These sections are the same for all traveler types.

The screenshot shows a travel request form. At the top, there is a section for "Honorarium" with a checked checkbox and a text input field containing "150". Below this is the "Destination" field with "Las Vegas, NV" entered. The "Departure Date" is "08/05/2024" and the "Return Date" is "08/08/2024", both with calendar icons. The "Business Purpose" field contains the text "Attending a conference and presenting research". On the right side, there is a vertical text label "Business Pur" and some partially visible text below it.

20

If there is no personal time, click "Save & Continue". If there is personal time, please refer back to that section at step 8.

The screenshot shows the "Personal Time" section of the form. It has a "Business Purpose" field with the text "Attending a conference and presenting research". Below it, the "Personal Time" section has two radio button options: "No" (which is selected) and "Yes, will use time-off during trip". A blue "Save & Continue" button is highlighted with an orange circle. At the bottom of the page, there is a dark footer bar with links for "Contact", "Help", "Privacy", and "Terms", and a copyright notice: "©2024 LW College of Education, Seattle, Washington".

21

Non UW Travelers require a few extra questions. Please be sure to accurately fill this out and provide the UW Privacy Notice link to the traveler for their review.

TREQ011971

Travel: Darshini Stark &gt; Las Vegas, NV

Travel Pre-Authorization | Creating

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

 Non UW Traveler  150 Honorarium



### Non UW Traveler Questions

Non UW Travelers must be provided the [UW Privacy Notice](#). Check the following box to confirm this has happened.

☐ UW Privacy Notice has been provided \*

#### Non UW Traveler Type \*

- ☐ Faculty/Staff Candidate
- ☐ UW Student (non-employee)
- ☐ Guest/Visitor

Help: No

This addition  
are not empl  
employees.

UW Privacy I

We are requi  
used. You can

Non UW Tra

Faculty/Staff  
for the purpo

UW Student  
Traveler Affili

Guest/Visito

22

Once the traveler has been provided with the UW Privacy Notice, please select the "UW Privacy Notice has been provided \*" box.

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

 Non UW Traveler  150 Honorarium

### Non UW Traveler Questions

Non UW Travelers must be provided the [UW Privacy Notice](#). Check the following box to confirm this has happened.

☒ UW Privacy Notice has been provided \*

#### Non UW Traveler Type \*

- ☐ Faculty/Staff Candidate
- ☐ UW Student (non-employee)
- ☐ Guest/Visitor

#### US Citizen \*

- ☐ Traveler is a US Citizen or Green Card holder
- ☐ Non US traveler

employees.

UW Privacy I

We are requi  
used. You can

Non UW Tra

Faculty/Staff  
for the purpo

UW Student  
Traveler Affili

Guest/Visito

23

Under "Non UW Traveler Type" please select the type of traveler.

**Non UW Traveler Questions**

Non UW Travelers must be provided the [UW Privacy Notice](#). Check the following box to confirm this has happened.

☒ UW Privacy Notice has been provided \*

**Non UW Traveler Type \***

☐ Faculty/Staff Candidate

☒ UW Student (non-employee)

☐ Guest/Visitor

**US Citizen \***

☐ Traveler is a US Citizen or Green Card holder

☒ Non US traveler

[Save](#)

24

If they are entering or leaving the US, the "Visa Type/Status" drop down box will appear. Please select the correct option, as this information is also required. Click this dropdown.

\*Please note that not all visa types are eligible for honorarium, so please confirm this information before offering an honorarium. For more information please see: <https://finance.uw.edu/globalsupport/honorarium-payments-foreign-nationals>

**Guest/Visitor**

**US Citizen \***

☐ Traveler is a US Citizen or Green Card holder

☒ Non US traveler

**Will traveler be entering or leaving the US during this trip? \***

☒ Entering or leaving US during trip

☐ Not entering/leaving US

**Visa Type/Status \***

(choose visa)

[Save](#)

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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Choose Visa

(choose visa)

Canadian

A-2

B-1

B-2

F-1

H-1B

J-1

L-2

O-1

TN

VWB

VWT

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

UW College of Education, Seattle, Washington

**US Citizen \***

- ☐ Traveler is a US Citizen or Green Card holder
- ☒ Non US traveler

**Will traveler be entering or leaving the US during this trip? \***

- ☒ Entering or leaving US during trip
- ☐ Not entering/leaving US

**Visa Type/Status \***

Canadian

Save

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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25 Under the "US Citizen" section, please select the correct option.

Please note that Non US Travelers require more documentation and may have restrictions. For detailed information on traveler types and their requirements, please visit the UW Travel Services website:

<https://finance.uw.edu/travel/ProspSabbConsultTravel>

confirm this has happened.

☒ UW Privacy Notice has been provided \*

**Non UW Traveler Type \***

☐ Faculty/Staff Candidate

☐ UW Student (non-employee)

☒ Guest/Visitor

**US Citizen \***

☐ Traveler is a US Citizen or Green Card holder

☒ Non US traveler

**Save**

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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26 If they are a Non US traveler, please select if they will or will not be entering or leaving the US. This information is required.

**Non UW Traveler Type \***

☐ Faculty/Staff Candidate

☐ UW Student (non-employee)

☒ Guest/Visitor

**US Citizen \***

☐ Traveler is a US Citizen or Green Card holder

☒ Non US traveler

**Will traveler be entering or leaving the US during this trip? \***

☐ Entering or leaving US during trip

☒ Not entering/leaving US

**Save**

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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27 Click "Save"

US Citizen \*

☐ Traveler is a US Citizen or Green Card holder

☒ Non US traveler

Will traveler be entering or leaving the US during this trip? \*

☒ Entering or leaving US during trip

☐ Not entering/leaving US

Visa Type/Status \*

Canadian

Save

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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28 We will need a mailing address for all Non UW Travelers to mail their reimbursement check.

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

Non UW Traveler 150 Honorarium

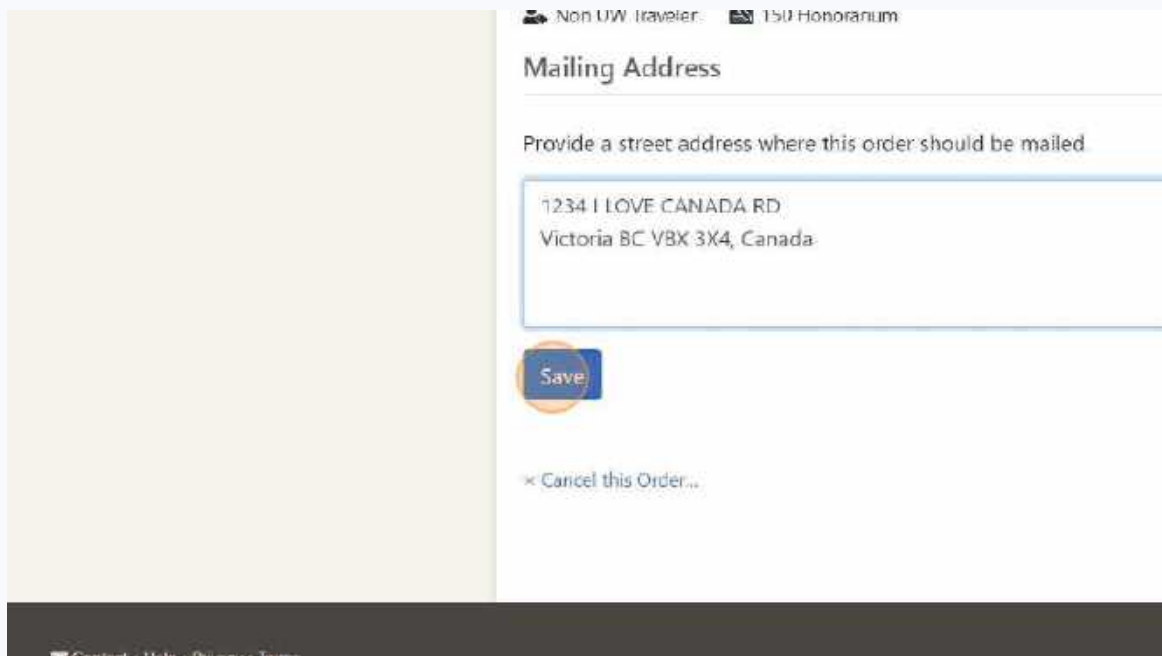
**Mailing Address**

Provide a street address where this order should be mailed.

Save

[✕ Cancel this Order...](#)

29 Click "Save"



The screenshot shows a web interface for adding a mailing address. On the left is a large, empty beige rectangular area. To its right, the form has a header with two icons and labels: a person icon for 'Non UW Traveler' and an envelope icon for '150 Honorarium'. Below this is the section title 'Mailing Address'. A text prompt reads 'Provide a street address where this order should be mailed.' A text input field contains the address '1234 I LOVE CANADA RD' and 'Victoria BC V8X 3X4, Canada'. Below the input field is a blue 'Save' button with a white outline, which is highlighted by a yellow circle. At the bottom of the form is a link that says '< Cancel this Order..'. A dark grey footer bar at the very bottom contains the text 'Contact Us Help Privacy Terms'.

## Adding Travel Items

30

To add the lodging and meal per diem rates to TREQ, please click the "Per Diem Rates" link. This will take you to the US GSA website.

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

### 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 8/5/2024, return 8/8/2024. 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 travel)
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses

Lodging Nights:

US GSA Per Diem Rate:

31

Select the State

[Factors influencing lodging rates](#)  
[Per diem boundaries](#)  
[Fire safe hotels](#)  
[Per diem contacts](#)

Arkansas  
 California  
 Colorado  
 Connecticut  
 Delaware  
 District of Columbia  
 Florida  
 Georgia  
 Guam  
 Hawaii  
 Idaho  
 Illinois  
 Indiana  
 Iowa  
 Kansas

ZIP

City

OR

Find Rates

### 32 Type in the City for more accurate results

Required fields are marked with an asterisk (\*).

For Fiscal Year: \*

2024 (Current Fiscal Year)

State

Nevada

City

City (optional)

OR

ZIP

ZIP

Find Rates

[Information](#) is, including any applicable forms.

### 33 Copy the amount under the month that the travel will be happening.

ated within a county for which rates are listed. To determine the the [Census Geocoder](#).

Filter Results...

2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
\$152	\$152	\$152	\$152	\$152	\$152	\$120	\$120	\$120	\$120	\$120	\$152

**IE) rates and breakdown**

ion for federal employee travel:

Download Print

ated within a county for which rates are listed. To determine the  
the [Census Geocoder](#).

Filter Results...

2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
\$152	\$152	\$152	\$152	\$152	\$152	\$120	\$120	\$120	\$120	\$120	\$152

## IE) rates and breakdown <sup>i</sup>



For Federal employees travel

### 34 Paste the per diem amount in the "US GSA Per Diem" field.

ing and days of meals is based on travel dates of departure 8/5/2024, return 8/8/2024.  
personal days.

#### # nights at lodging

r your destination on [US GSA website](#)

er Diem rate for Lodging (daily limit for your destination and month of travel)

al Lodging (or expected) total for all nights

ibursed for your actual lodging expenses

de receipts for lodging reimbursement

ging reimbursement MAY NOT exceed the Lodging Limit except [special cases](#)

odging Limit must have a pre-authorizations

#### Lodging Nights

3

#### US GSA Per Diem

\$

#### Lodging Limit

#### Actual Lodging

\$

#### entals

ing and days of meals is based on travel dates of departure 8/5/2024, return 8/8/2024.  
personal days.

#### Flights at lodging

on your destination on US GSA website  
per Diem rate for Lodging (daily limit for your destination and month of travel)  
all Lodging (or expected) total for all nights  
reimbursed for your actual lodging expenses  
provide receipts for lodging reimbursement  
lodging reimbursement MAY NOT exceed the Lodging Limit except special cases  
lodging Limit must have a pre-authorization

#### Lodging Nights

3

#### US GSA Per Diem

\$120

#### Lodging Limit

#### Actual Lodging

\$

#### Incidentals

1 day of travel

Meal Days

35

Switch to tab back to the US GSA site and scroll down to the meal per diem. Copy the amount under "M&IE Total".

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidentals
Las Vegas	Clark	\$69	\$16	\$17	\$31	\$5

Showing 1 to 1 of 1 entries

I'm interested in:

[New Search](#)

**Additional per diem topics**

**Need more information?**

**Related topics**

36

On the TREQ page, paste the per diem amount in the "US GSA Per Diem" field.



37

To add additional travel items, scroll down and edit the line items currently prepopulated. Click the "Amount" column to open a line item details.

will calculate actual reimbursement amount  
less than or equal to the Meals Total amount based on per diem  
be reduced to exclude specific daily meals not eligible for reimbursement.

Meals Actual  
\$

15

Item	URL	Amount	Line Total
Airfare	<input type="text"/>	0.00	0.00
Registration	<input type="text"/>	0.00	0.00
Car Service	<input type="text"/>	0.00	0.00
Car Rental	<input type="text"/>	0.00	0.00
Mileage	<input type="text"/>	0.00	0.00

+ Tax

38

In the "Amount" box, put an estimated cost. Click "Save"

+ Item + Tax

Qty	Item	Amount
1	Airfare	400

URL

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

Save Delete Cancel

Save & Continue

39

Repeat for the other items. Leaving the amount box blank will leave the item off your final TREQ. If you want to change an item, click the pencil icon and type in your own name. You can also use the "URL" box to add a link for us to purchase things like conference registration.

Test Server  
What does this mean?

Search

W

IMS

Item	URL	Amount	Line Total
Airfare		400.00	\$400.00
Registration		0.00	0.00
Car Service		0.00	0.00
Car Rental		0.00	0.00
Mileage		0.00	0.00

+ Tax

Continue

1 Mileage 0.00

+ Item + Tax

Qty: 1 Item: Registration Amount: 250 \$

URL

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

Save Delete Cancel

1 / Mileage / 0.00 /

+ Item + Tax

Qty	Item	Amount
1	Registration	250

URL

INSERT LINK FOR FINANCE TO PURCHASE

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

Save Delete Cancel

Test Server  
What does this mean?

Search

W

Item	URL	Amount	Line Total
Airfare		400.00	\$400.00
Registration	Link...	250.00	\$250.00
Air Service		0.00	0.00
Air Rental		0.00	0.00
Mileage		0.00	0.00

Tax

Continue

1

Mileage

0.00

+ Item

+ Tax

Qty

Item

Amount

1

Car Service

300

URL

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

Save

Delete

Cancel

TREQ

Test Server

What does this mean?

Search

Other Items

Qty	Item	URL	Amount	Line T
1	Airfare		400.00	\$40
1	Registration	Link...	250.00	\$25
1	Car Service		300.00	\$30
1	Car Rental		0.00	
1	Mileage		0.00	

+ Item

+ Tax

Save & Continue

Qty	Item	Amount
1	Presentation Materials	50

URL

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

Save Delete Cancel

**40** Click "Save & Continue" when done

Qty	Item	IS LINK...	Amount
1	Registration		250.00
1	Car Service		300.00
1	Presentation Materials		50.00
1	Mileage		0.00

+ Item + Tax

Save & Continue

Add a Note

Cancel this Order...

## Creating a TREQ Folder

41

For every TREQ order, there needs to be a corresponding TREQ folder. On the next page, click the grey "Copy" button.

## Travel: Darshini Stark > Las Vegas, NV

Pre-Authorization | Creating

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

### Add Attachments

Create folder in OneDrive named

TREQ011969

Copy

Open OneDrive Folder

OneDrive Folder

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

### Help: Attachments

Frequently supplemental files are needed to process requests. 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 related to TREQ in a OneDrive file share. This gives you document management, ability to preview files online, and to share files.

The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder within Travel Orders.

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

#### Project Folder Name

42

Then click the blue "Open OneDrive Folder".

Traveler	Destination	Dates
Darshini Stark	Las Vegas, NV	8/5/2024 – 8/8/2024

### Upload Attachments

Create folder in OneDrive named

TREQ011969

Copy



Open OneDrive Folder

OneDrive Folder

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

Done Uploading

- 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 related to TREQ in a OneDrive file share. This gives you document management, ability to preview files online, and to share files.

The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder within Travel Orders.

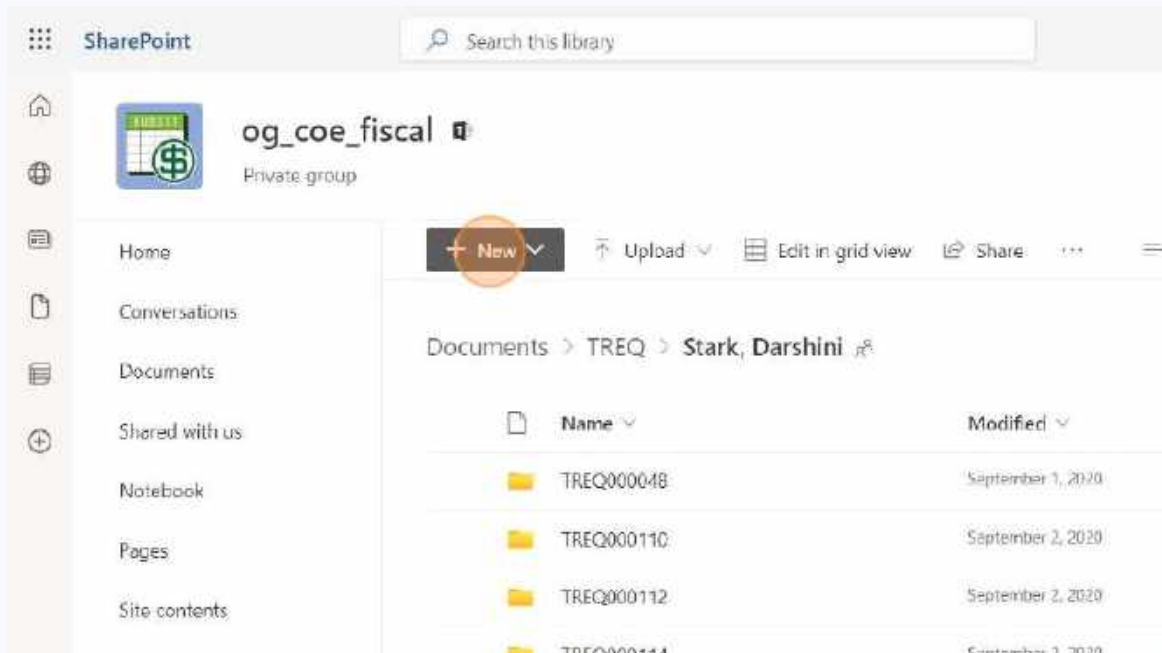
If you don't have a TREQ OneDrive folder yet, contact your manager to get set up.

#### Project Folder Name

Your budget manager will give you instructions on how to upload attachments in OneDrive. Generally they want the folder named after the project, using the Project Number as the folder name. It should look like "TREQ001234".

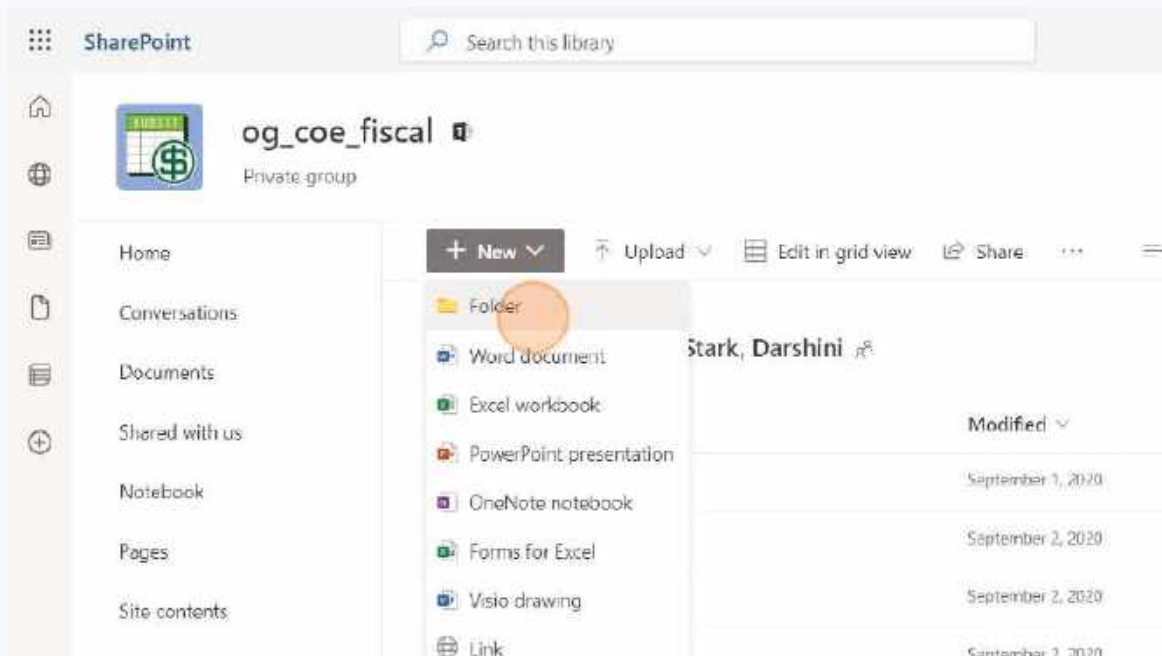
43

It should open a new tab that is routed to your TREQ folder. Click the "+ New" button.

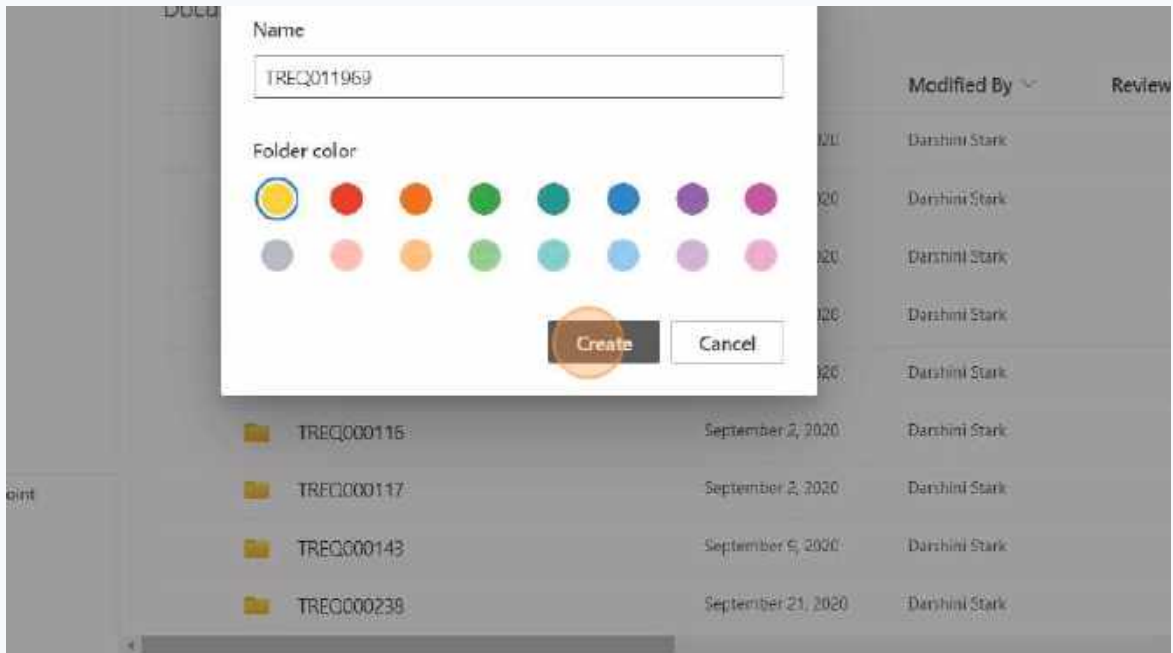


44

Select "Folder"



- 45 Paste the TREQ number in the "Name" field and press "Create"



- i At this point you may not have supporting documentation for the travel. That is okay. Please still create the folder for the future travel reimbursement.
- If you do have some helpful documents (i.e. an invitation letter for a guest speaker, a conference schedule, etc) please upload it to the folder after you create it.

- 46 You can click the "Modified" column to sort it by most recently created. Choose "Newer to older"



+ New

Upload

Edit in grid view

Share

Copy link

Sync

Add shortcut to OneDrive

Stark, Darshini



Name

Modified

Modified By

Reviewed

U

TREQ000048

September 1, 2020

Darshini Stark

TREQ000110

September 2, 2020

Darshini Stark

TREQ000112

September 2, 2020

Darshini Stark

TREQ000114

September 2, 2020

Darshini Stark

TREQ000115

September 2, 2020

Darshini Stark

New

Upload

Edit in grid view

Share

Copy link

Sync

Add shortcut to OneDrive

...

Stark, Darshini



Name

Modified

Modified By

Reviewed

Updat

TREQ000048

Older to newer

shini Stark

TREQ000110

Newer to older

shini Stark

TREQ000112

Filter by

shini Stark

TREQ000114

Group by Modified

shini Stark

TREQ000115

Column settings

shini Stark

TREQ000116

Totals

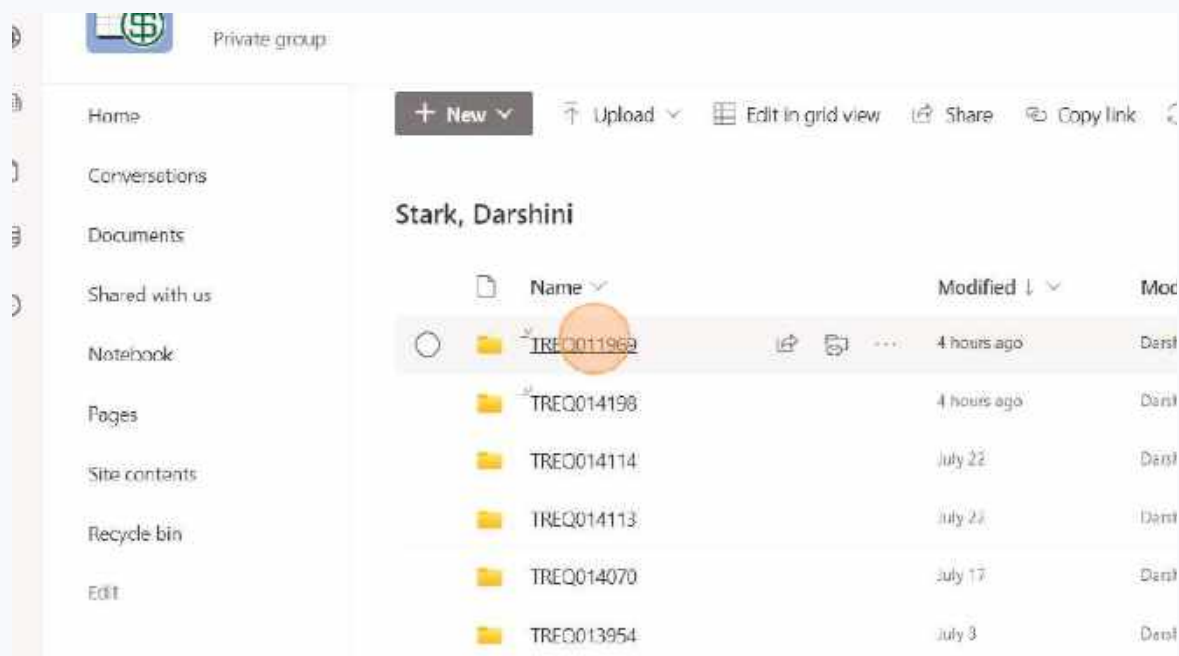
shini Stark

TREQ000117

September 2, 2020

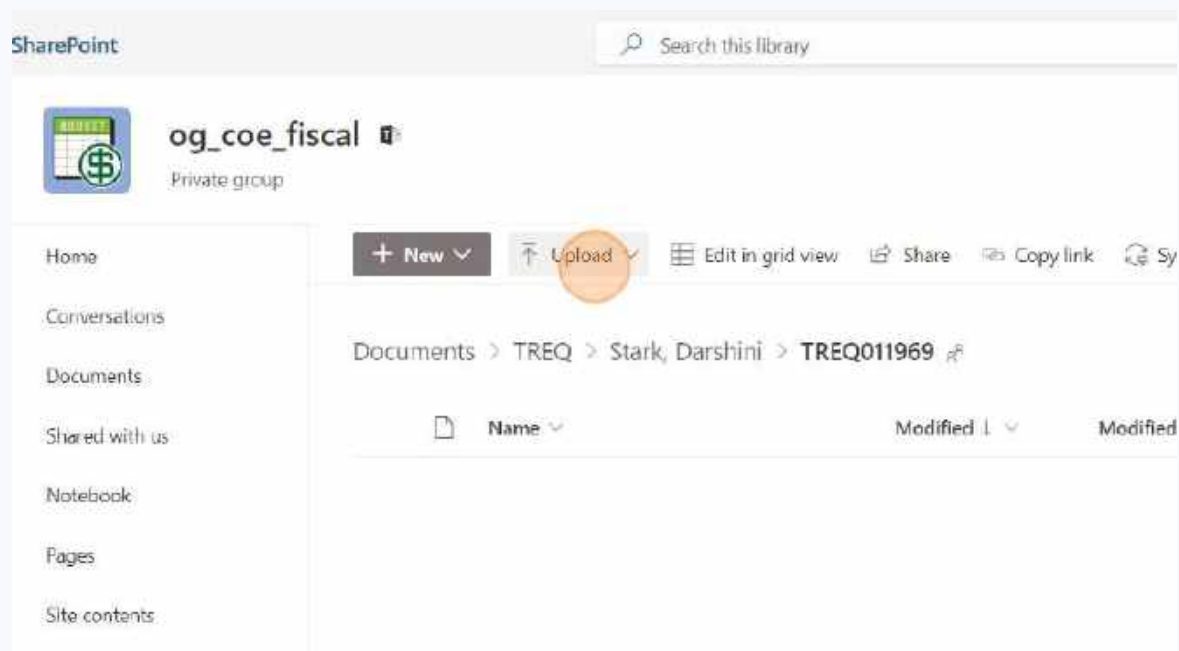
Darshini Stark

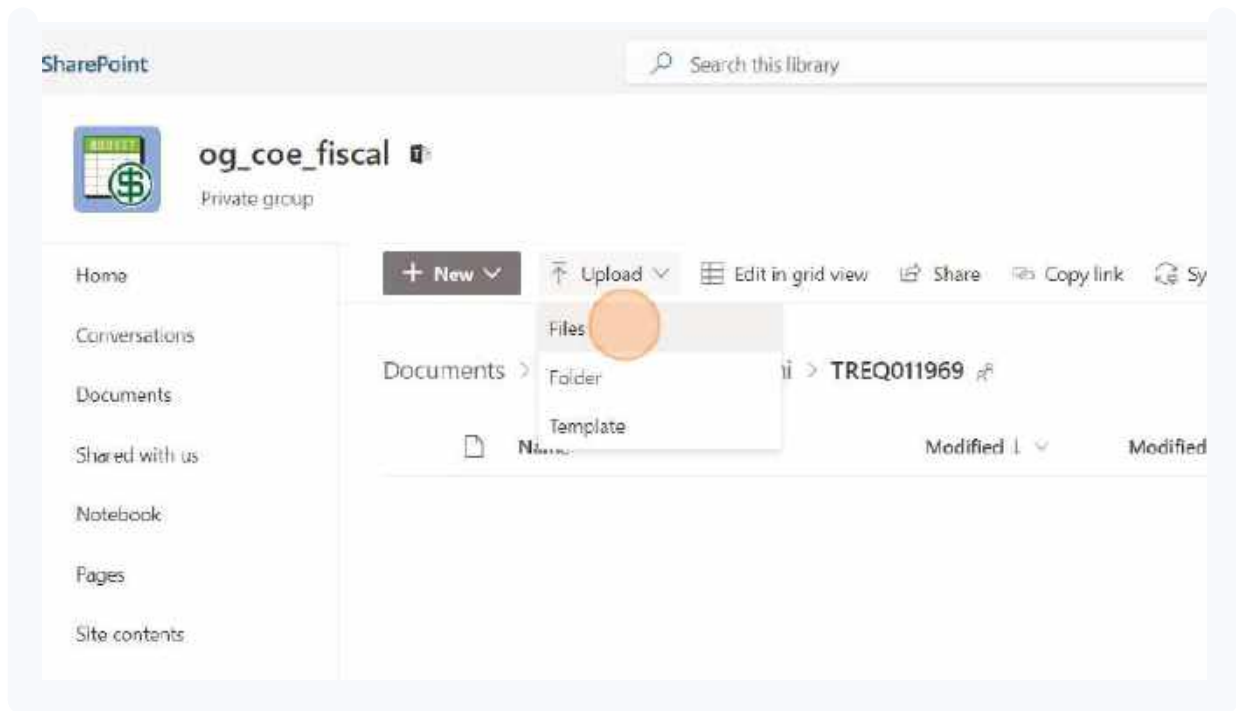
- 47 Open the TREQ folder by clicking on it



- 48 Click the grey "Upload" button. Click "Files" to open your file explorer on your computer. Select the files you wish to upload.

You can also drag and drop files from your file explorer on your desktop.





49 Switch back to the TREQ tab in your browser and click "Done Uploading".

### Upload Attachments

Create folder in OneDrive named

Copy

**Open OneDrive Folder**  
OneDrive Folder

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

- Conference agendas
- Invoice to be paid

**OneDrive**

To make managing files easier for you and related to TREQ in a OneDrive file share. This management, ability to preview files online, a

The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder and Orders.

If you don't have a TREQ OneDrive folder yet get set up.

**Project Folder Name**

Your budget manager will give you instructions on how to upload attachments in OneDrive. Generally they will name the folder using the Project Number as the folder name, looking like "TREQ001234".

These folder names are just suggestions. It is up to you to name the folder in your OneDrive. If your project has its own organization, use that.

## Add a Budget Number/Fiscal Tag

50

TREQ has been updated to accept Workday Worktags. It's totally okay if you only know the budget number and not the Worktag. TREQ will help you find the correct Worktag.

The screenshot shows the TREQ application interface. At the top, there's a navigation bar with a menu icon, the text 'TREQ', a red 'Test Server' button with the text 'What does this mean?', and a search bar. Below the navigation bar, the page title is '+ Fiscal Tag'. A yellow star icon is followed by a 'NEW!' announcement: 'This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktag you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity Tag. Contact [edfiscal@uw.edu](mailto:edfiscal@uw.edu) if you have questions.' The form contains several input fields: 'Fiscal Tag' (with placeholder 'XX000000' and an orange circle highlighting it), 'Name' (with placeholder 'Name of Fiscal Tag'), 'Split' (empty), 'Activity Tag' (with placeholder 'AC000000'), and 'Assignee Tag' (with placeholder 'A5000000'). Below these fields are 'Save' and 'Cancel' buttons. At the bottom, there's a section titled 'Fiscal Tag' with the instruction: 'Enter a Fiscal Tag number. Generally these are the same as Workday Project.' A small 'Capti' sidebar is visible on the right.

51

In the "Fiscal Tag" box, type the budget number. Be sure to not include a "-" or the Worktag will not pop up.

This screenshot shows the same TREQ 'Fiscal Tag' form as the previous one, but with the budget number '0610852' entered in the 'Fiscal Tag' field. The orange circle still highlights the field. All other elements, including the 'NEW!' message, other input fields, buttons, and footer instructions, remain the same.

52 Select the budget number and name that pops up.

+ Fiscal Tag

NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktags you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity Tag. [edfiscal@uw.edu](mailto:edfiscal@uw.edu) if you have questions.

Fiscal Tag	Name	Split
060852	Name of Fiscal Tag	
06-0852 AD FA STAFF PRODEV		

Assignee Tag

AC000000 AS000000

Search by employee name or worktag number

Save Cancel

**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.

53 Below the "Activity Tag" and "Assignee Tag" a yellow alert will pop up informing you of the Worktag that replaced the budget number in Workday. Copy the Worktag.

Fiscal Tag

06-0852

Name

AD FA STAFF PRODEV

Split

Activity Tag

AC000000

Assignee Tag

AS000000

Search by employee name or worktag number

**06-0852: Replaced by PG104030 AD Finance and Admin Program Funds**

Save Cancel

**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

- 54 Paste the Worktag in the "Fiscal Tag" box, replacing the budget number.

The screenshot shows the TREQ 'Fiscal Tag' form. At the top, there is a purple header with a menu icon, the text 'TREQ', a red banner that says 'Test Server What does this mean?', and a search bar. Below the header, the form title is '+ Fiscal Tag'. A yellow star icon is followed by a message: 'NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on workday to know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity Tag. [edfiscal@uw.edu](mailto:edfiscal@uw.edu) if you have questions.' The form has several input fields: 'Fiscal Tag' (containing '06-0852' and highlighted with an orange circle), 'Name' (containing 'AD FA STAFF PRODEV'), 'Split' (empty), 'Activity Tag' (containing 'AC000000'), and 'Assignee Tag' (containing 'AS000000'). Below these fields is a search prompt: 'Search by employee name or worktag number'. A yellow banner at the bottom of the form area states: '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. At the very bottom are 'Save' and 'Cancel' buttons.

- 55 Click the new Worktag and name that pop up.

This screenshot shows the same TREQ 'Fiscal Tag' form as the previous one, but with a dropdown menu open over the 'Fiscal Tag' field. The dropdown menu displays 'PG104030 AD Finance and Admin Program Funds'. The 'Fiscal Tag' field now contains 'PG104030'. The 'Name' field still contains 'AD FA STAFF PRODEV'. The 'Activity Tag' field contains 'AC000000' and the 'Assignee Tag' field contains 'AS000000'. The yellow banner at the bottom still reads: '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. The 'Save' and 'Cancel' buttons are at the bottom.

56

Not all Worktags need Activity or Assignee tags. If you don't have one or don't know what to use, you can leave it blank and the budget manager will fill it in if necessary.

When you are done, click "Save" and "Continue"

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

Activity Tag

Assignee Tag

Search by employee name or worktag number

Save Cancel

PG104030 AD Finance and Admin Program Funds

+ Fiscal Tag

Add a Note

Finished entering Fiscal Tags

Continue

x Cancel this Order...

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## Final Steps!

57 Review the order on the final page

Test Server  
What does this mean?

Search

W

### Travel: Darshini Stark > Las Vegas, NV

Traveler  
Darshini Stark

Destination  
Las Vegas, NV

Dates  
8/5/2024 – 8/8/2024

Change Trip

Business Purpose  
Attending a conference and presenting research

#### Items

Change Items

ITEM	AMOUNT
Lodging (limit: \$360 = 3 nights x \$120)	\$360.00
Meals (4 days x \$69)	\$276.00
Airfare	\$400.00

Test Server  
What does this mean?

Search

W

Airfare

\$400.00

Registration

Link...

\$250.00

Car Service

\$300.00

Presentation Materials

\$50.00

Total

\$1,636.00

Fiscal Tags

Change Fiscal Tags

TAG	NAME	OTHER TAGS	SPLIT
PG104030	AD Finance and Admin Program Funds		*

#### Department Approval

Send to Department Approver

### 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

#### Approver Note

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

[× Cancel this Order...](#)

## 58 Click "Submit"

#### Approver Note

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

[× Cancel this Order...](#)

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## 59 Good Job! Your Travel Pre-Auth has been submitted!