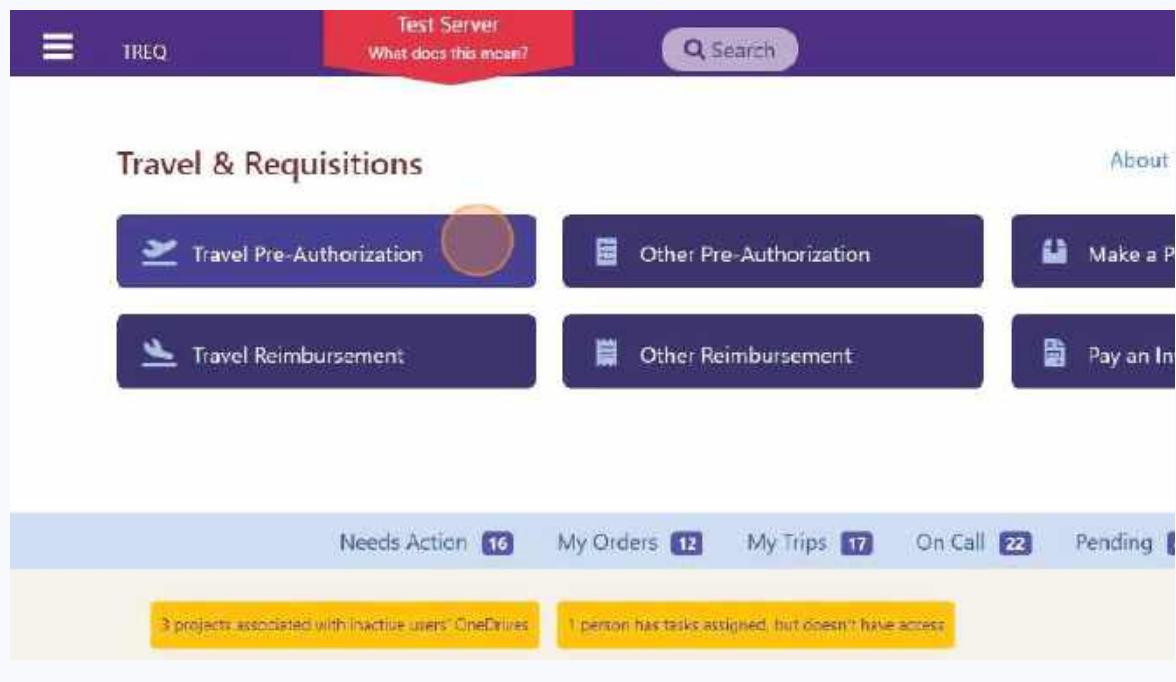


TREQ: Filing out a Travel Pre-Authorization Form

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

Provide a summary of your trip. This trip des
Authorization and Reimbursement orders.

Traveler

Use Affiliation to choose category of traveler

Traveler (College of Education)

Darshini Stark

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

Destination

Use "Non UW Traveler" for UW students who

Departure Date **Return Date**

mm/dd/yyyy mm/dd/yyyy

Honorarium

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

Business Purpose

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

Provide a summary of your trip. This trip des
Authorization and Reimbursement orders.

Traveler

Use Affiliation to choose category of traveler

Traveler (College of Education)

Darshini Stark

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

Destination

Use "Non UW Traveler" for UW students who

Departure Date **Return Date**

mm/dd/yyyy mm/dd/yyyy

Honorarium

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

Business Purpose

Business Purpose

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

Travel Pre-Authorization

Help: Cr

Traveler Affiliation

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

Provide a sur
and Reimbur

Traveler (College of Education)

Darshini Stark

Stark, Darshini (dmestark)

Traveler
Use Affiliat

For a COE Tri
student emp
information.

Use "Non UW

Departure Date

mm/dd/yyyy

Return Date

mm/dd/yyyy

Honorarium

Honorarium
affiliation, op

Business Purpose

Business Pur

UW defines t
UW business

5 Update the "Destination" field.

Traveler Affiliation

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

Provide a sur
and Reimbur

Traveler (College of Education)

Stark, Darshini (dmestark)



Traveler
Use Affiliat

For a COE Tri
student emp
information.

Use "Non UW

Destination



Departure Date

mm/dd/yyyy

Return Date

mm/dd/yyyy

Honorarium

Honorarium
affiliation, op

Business Purpose

Business Pur

UW defines t
UW business
statement or

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

Return Date

Business Purpose

Help: Create a Trip

Provide a summary of your trip, and Reimbursement orders.

Traveler

Use Affiliation to choose category. 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 have an additional statement on the expenditure.

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.

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

Return Date

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 have an additional statement on the expenditure.

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.

How is this trip serving UW / grant business?

Traveler
 Use **Affiliation** to choose category of traveler.

Darshini Stark

Destination

Las Vegas, NV

Departure Date
 05/2024 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 search to pick faculty, staff, or student employee. For other traveler affiliation, traveler's name and contact information.
Non UW Traveler
 Use "Non UW Traveler" for UW students who are not currently in UW system.
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 serving UW business." In addition, all expenditures on grants 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)
 Use **Affiliation** to choose category of traveler.

Darshini Stark

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

Las Vegas, NV

Departure Date
 08/05/2024 mm/dd/yyyy

Return Date
mm/dd/yyyy

Business Purpose

Personal Time

Business Purpose
 Use "Non UW Traveler" for UW students who are not currently in UW system.
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 serving UW business." In addition, all expenditures on grants have an additional statement on the expenditure's benefit.
 How is this trip serving UW / grant business?

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, traveler's name and contact information.
Non UW Traveler
 Use "Non UW Traveler" for UW students who are not currently in UW system.
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 serving UW business." In addition, all expenditures on grants 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 Honorarium affiliation, op

Business Purpose
Attending a conference and presenting research

Personal Time
 No
 Yes, will use time-off during trip

Save & Continue

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9 Fill out the Location section

Attending a conference and presenting research

Personal Time
 No
 Yes, will use time-off during trip

1 Location

Start Date/Time	mm/dd/yyyy <input type="button" value="Change"/>	—:—	<input type="radio"/>
End Date/Time	mm/dd/yyyy <input type="button" value="Change"/>	—:—	<input type="radio"/>

2 Location

Start Date/Time	mm/dd/yyyy <input type="button" value="Change"/>	—:—	<input type="radio"/>
End Date/Time	mm/dd/yyyy <input type="button" value="Change"/>	—:—	<input type="radio"/>

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"

Personal Time

No
 Yes, will use time-off during trip

1 Location Las Vegas, NV

Start Date/Time	mm/dd/yyyy	<input type="text" value="08/07/2024"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>
End Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>

2 Location

Start Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>
End Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>

Clear Personal Time 1

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	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>
End Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>

Clear Personal Time 1

2 Location

Start Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>
End Date/Time	mm/dd/yyyy	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>

Clear Personal Time 2

statement on the expenditure's benefit to grant.

How is this trip serving UW / grant business?

e time-off during trip

Las Vegas, NV			
Time	08/07/2024	<input type="button" value="Clear"/>	<input type="button" value=""/>
Time	08/08/2024	<input type="button" value="Clear"/>	<input type="button" value=""/>
Clear Personal Time 1			

Time	mm/dd/yyyy	<input type="button" value="Clear"/>	<input type="button" value=""/>
Time	mm/dd/yyyy	<input type="button" value="Clear"/>	<input type="button" value=""/>
Clear Personal Time 2			

How is this trip serving UW / grant business?

ng trip

Las Vegas, NV			
7/2024	<input type="button" value="Clear"/>	04:00 PM	<input type="button" value=""/>
8/2024	<input type="button" value="Clear"/>	<input type="button" value=""/>	<input type="button" value=""/>
Personal Time 1			



dd/yyyy	<input type="button" value="Clear"/>	<input type="button" value=""/>	<input type="button" value=""/>
dd/yyyy	<input type="button" value="Clear"/>	<input type="button" value=""/>	<input type="button" value=""/>

Personal Time 2

How is this trip serving UW / grant business?

use time-off during trip

Las Vegas, NV			
Time	08/07/2024	<input type="button" value=""/>	04:00 PM 
Time	08/08/2024	<input type="button" value=""/>	 

Clear Personal Time 1

Time	mm/dd/yyyy	<input type="button" value=""/>	—:—:— 
Time	mm/dd/yyyy	<input type="button" value=""/>	—:—:— 

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			
Time	08/07/2024	<input type="button" value=""/>	04:00 PM 
Time	08/08/2024	<input type="button" value=""/>	 

Clear Personal Time 1

Time	mm/dd/yyyy	<input type="button" value=""/>	—:—:— 
Time	mm/dd/yyyy	<input type="button" value=""/>	—:—:— 

1	Location	Las Vegas, NV		
Start Date/Time	08/07/2024	<input type="button" value=""/>	04:00 PM	<input type="button" value=""/>
End Date/Time	08/08/2024	<input type="button" value=""/>	06:45 PM	<input type="button" value=""/>
Clear Personal Time 1				
2	Location			
Start Date/Time	mm/dd/yyyy	<input type="button" value=""/>	-- -- --	<input type="button" value=""/>
End Date/Time	mm/dd/yyyy	<input type="button" value=""/>	-- -- --	<input type="button" value=""/>
Clear Personal Time 2				
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px; width: fit-content; margin: 0 auto;" type="button" value="Save & Continue"/>				

No Personal Time

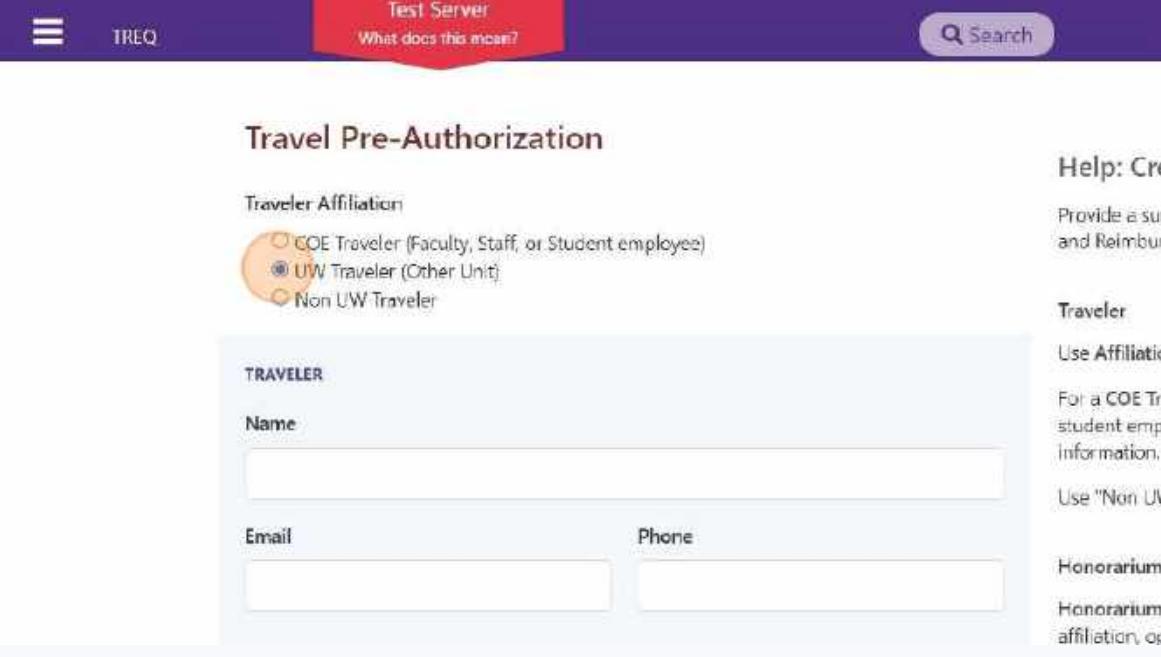
11 If you do not have personal time, click "Save & Continue"

08/05/2024	<input type="button" value=""/>	08/08/2024	<input type="button" value=""/>	Honorarium is only an option for iron-UW II traveler affiliation, optional Honorarium field
Business Purpose Attending a conference and presenting research				Business Purpose UW defines business purpose as: "Explanation used for UW business." In addition, all expenses have an additional statement on the expenditure line item. How is this trip serving UW / grant business?
Personal Time <input checked="" type="radio"/> No <input type="radio"/> Yes, will use time-off during trip				Personal Time UW defines personal time as: "Explanation used for UW personal time." In addition, all expenses have an additional statement on the expenditure line item. How is this trip serving UW / grant personal time?
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px; width: fit-content; margin: 0 auto;" type="button" value="Save & Continue"/>				

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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)".



Test Server
What does this mean?

Travel Pre-Authorization

Help: Create

Traveler Affiliation

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

Provide a sur
and Reimbur

Traveler

Use Affiliatio

For a COE Tri
student emp
information.

Use "Non UW"

TRAVELER

Name

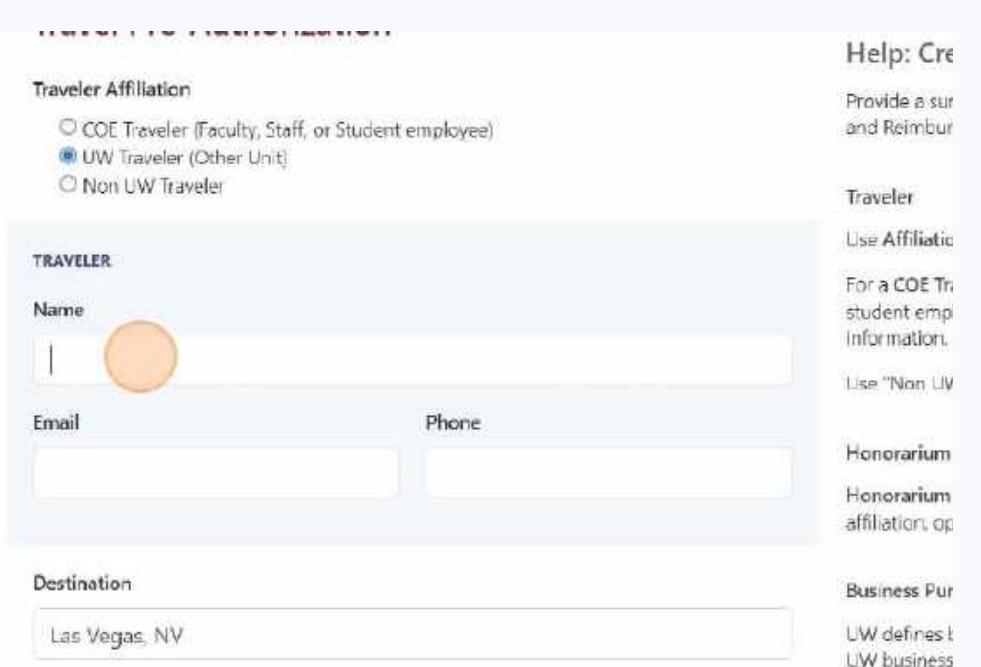
Email

Phone

Honorarium

Honorarium
affiliation, op

13 Type their name into the "Name" field.



Help: Create

Traveler Affiliation

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

Provide a sur
and Reimbur

Traveler

Use Affiliatio

For a COE Tri
student emp
information.

Use "Non UW"

TRAVELER

Name

Email

Phone

Honorarium

Honorarium
affiliation, op

Destination

Business Pur

UW defines t
UW business

Las Vegas, NV

14 Please include contact information in the "Email" and "Phone" fields.

<input checked="" type="radio"/> UW Traveler (Other Unit)	<input type="radio"/> Non UW Traveler	Traveler
Name		Use Affiliation
Stark, Darshini		For a COE Traveler, student employee information is used. For a Non-UW Traveler, the affiliation is used.
Email	Phone	Honorarium
		Honorarium is only an option for Non-UW Travelers. When affiliation is selected, the optional Honorarium field shows up.
Destination	Business Purpose	
Las Vegas, NV	UW defines business purpose as a statement of the purpose of the trip.	
Departure Date	Return Date	
08/05/2024	08/08/2024	How is this trip related to my UW business?

-Authorization

in
er (Faculty, Staff, or Student employee)
er (Other Unit)
traveler

Help: Create a Trip

Provide a summary of your trip. This trip description will be used in 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 students.

Honorarium

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

Business Purpose

Non UW Traveler

15 Click the "Non UW Traveler" field.

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: d mestark@uw.edu

Phone: 310-710-3850

Help: Create a sur and Reimbursement

Traveler

Use Affiliation

For a COE Traveler student employee information.

Use "Non UW Traveler"

Honorarium

Honorarium 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: Stark, Darshini

Email: d mestark@uw.edu

Phone: 310-710-3850

Help: Create a sur and Reimbursement

Traveler

Use Affiliation

For a COE Traveler student employee information.

Use "Non UW Traveler"

Honorarium

Honorarium affiliation, op

Business Pur

UW defines business
UW business

Honorarium

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

Name	Darshini Stark		For a UW student employee information, use "Non UW"
Email	dimestark@gmail.com	Phone	310-710-3850
<input checked="" type="checkbox"/> Honorarium			Honorarium Honorarium affiliation, optional
Destination	Las Vegas, NV		
Departure Date	08/05/2024	Return Date	08/06/2024

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

Email	Phone	Honorarium Honorarium is only affiliation, optional	
dimestark@gmail.com	310-710-3850		
<input checked="" type="checkbox"/> Honorarium	Business Purpose UW defines business as UW business." In a statement on the expense report, how is this trip seen?		
Honorary Amount			
<input type="text"/> 1			
Destination	Las Vegas, NV		
Departure Date	08/05/2024	Return Date	08/06/2024

19 Click the "Destination", "Departur 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 application form with the following fields filled in:

- Honorarium:** Honorarium: **Honorarium Amount:** 150
- Destination:** Las Vegas, NV
- Departure Date:** 08/05/2024
- Return Date:** 08/08/2024
- Business Purpose:** Attending a conference and presenting research

Business Pur
LW defines t
LW business
statement or
How is this tr

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 a travel application form with the following fields filled in:

- Business Purpose:** Attending a conference and presenting research
- Personal Time:** No
 Yes, will use time-off during trip

Save & Continue

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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 > 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

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

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

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

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Profile

(choose visa)

Canadian

A-2

B-1

B-2

F-1

H-1B

J-1

L-2

O-1

TN

VWB

VWT

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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

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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

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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

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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

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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

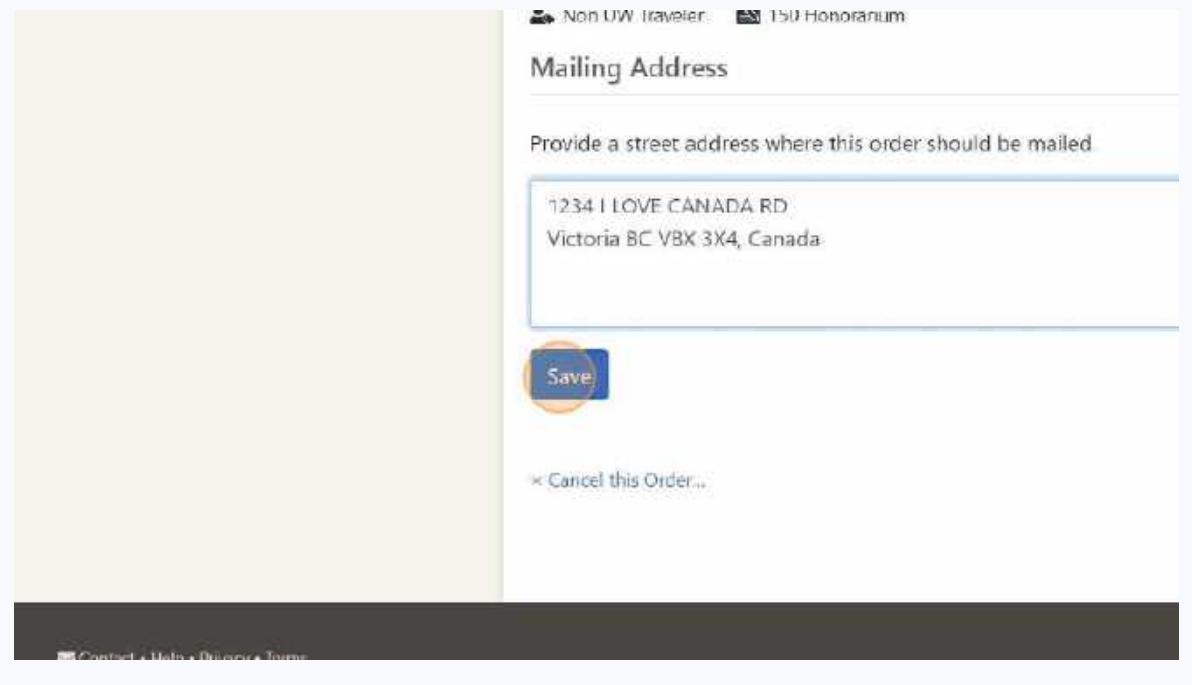
Mailing Address

Provide a street address where this order should be mailed.

Save

[Cancel this Order...](#)

29 Click "Save"



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: Darshini Stark Destination: Las Vegas, NV Dates: 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: 3

US GSA Per Diem Rate: 140

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

sk (*).

City

City (optional)

ZIP

ZIP

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:

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	\$120	\$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



From the Federal Travel Regulation Manual.

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.

ights at lodging
r your destination on US GSA website
er Diem rate for Lodging (daily limit for your destination and month of travel)
el Lodging (or expected) total for all nights
bursed for your actual lodging expenses
e receipts for lodging reimbursement.
ing 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.

Fights at lodging
your destination on US GSA website
er Diem rate for Lodging (daily limit for your destination and month of travel)
ai Lodging (or expected) total for all nights
bursed for your actual lodging expenses
e receipts for lodging reimbursement
ing reimbursement MAY NOT exceed the Lodging Limit except special cases
odging Limit must have a pre-authorizations

Lodging Nights
3

US GSA Per Diem
\$ 120

Lodging Limit

Actual Lodging
\$

entals

1 days of travel

Meal Davis

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	Incide Expen
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 t](#)

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

Item	URL	Amount	Line Total
airfare	/	0.00 /	0.00
registration	/	0.00 /	0.00
...

Actual Lodging

\$ 360

Entals

5 days of travel
Find your destination on US GSA website
Per Diem rate for Meals (M&IE Total)
Ibursed the Meals Total amount (per diem x days)
may be reduced, examples: conference includes lunch or traveling part of a day
needed for meals & incidentals

Meal Days

4

US GSA Per Diem

\$ 69

Meals Total

Meals Actual

4

US GSA Per Diem

\$ 69

Meals Total

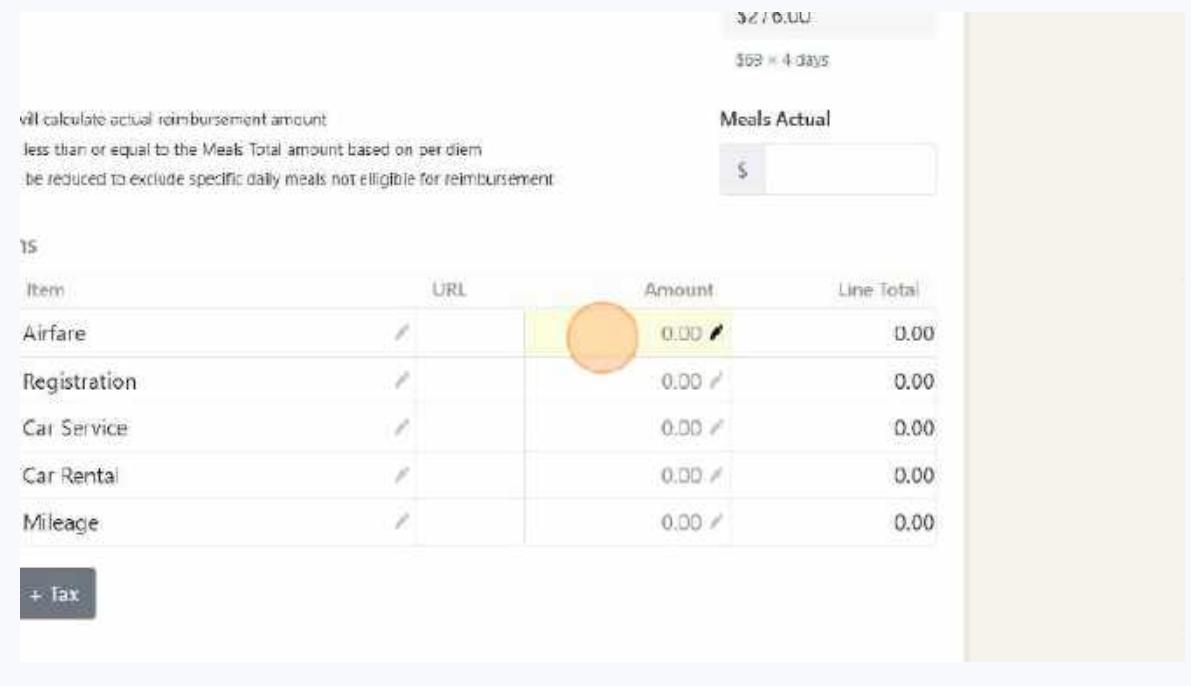
\$276.00

69 x 4 days

Meals Actual

\$

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.



32 / 0.00
\$69 x 4 days

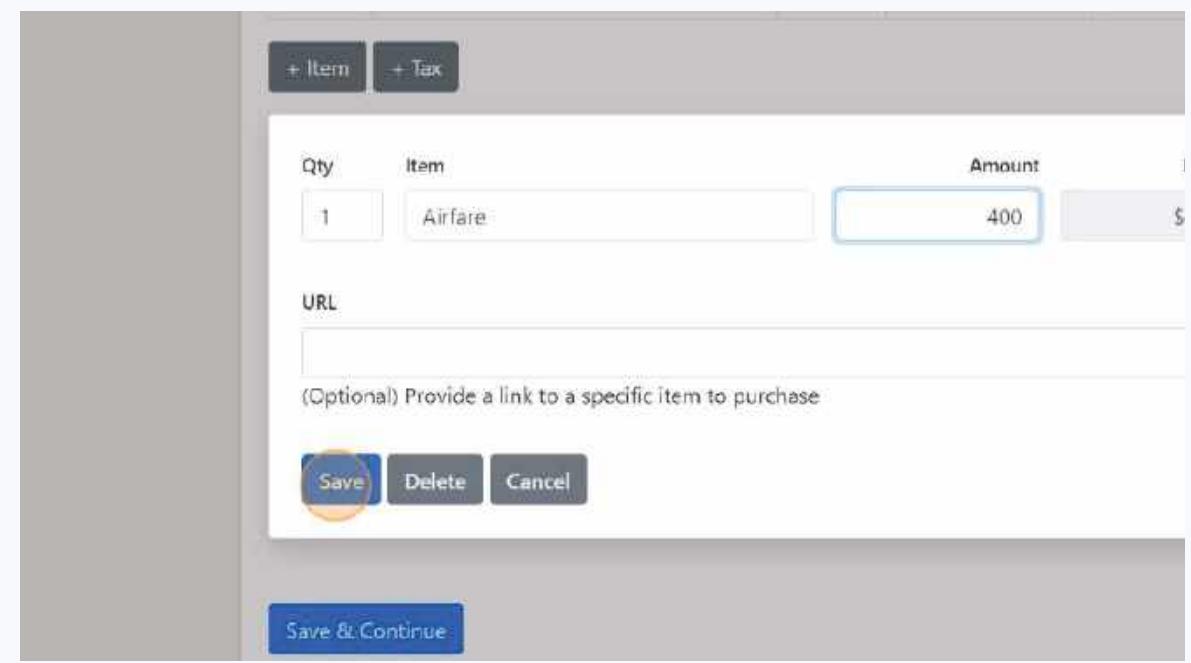
Meals Actual
\$

15

Item	URL	Amount	Line Total
Airfare	/	0.00	0.00
Registration	/	0.00	0.00
Car Service	/	0.00	0.00
Car Rental	/	0.00	0.00
Mileage	/	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.

The screenshot shows a travel expense management system interface. At the top, there is a red banner with the text "Test Server" and "What does this icon mean?". A search bar with a magnifying glass icon and the word "Search" is located above a table of items. The table has columns for "Item", "URL", "Amount", and "Line Total". The "Amount" column for the "Registration" item is highlighted with a yellow background and an orange pencil icon, indicating it is editable. The "Line Total" for this item is \$0.00. Below the table is a button labeled "+ Tax".

Items

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

Continue

Mileage

Qty	Item	Amount
1	Registration	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

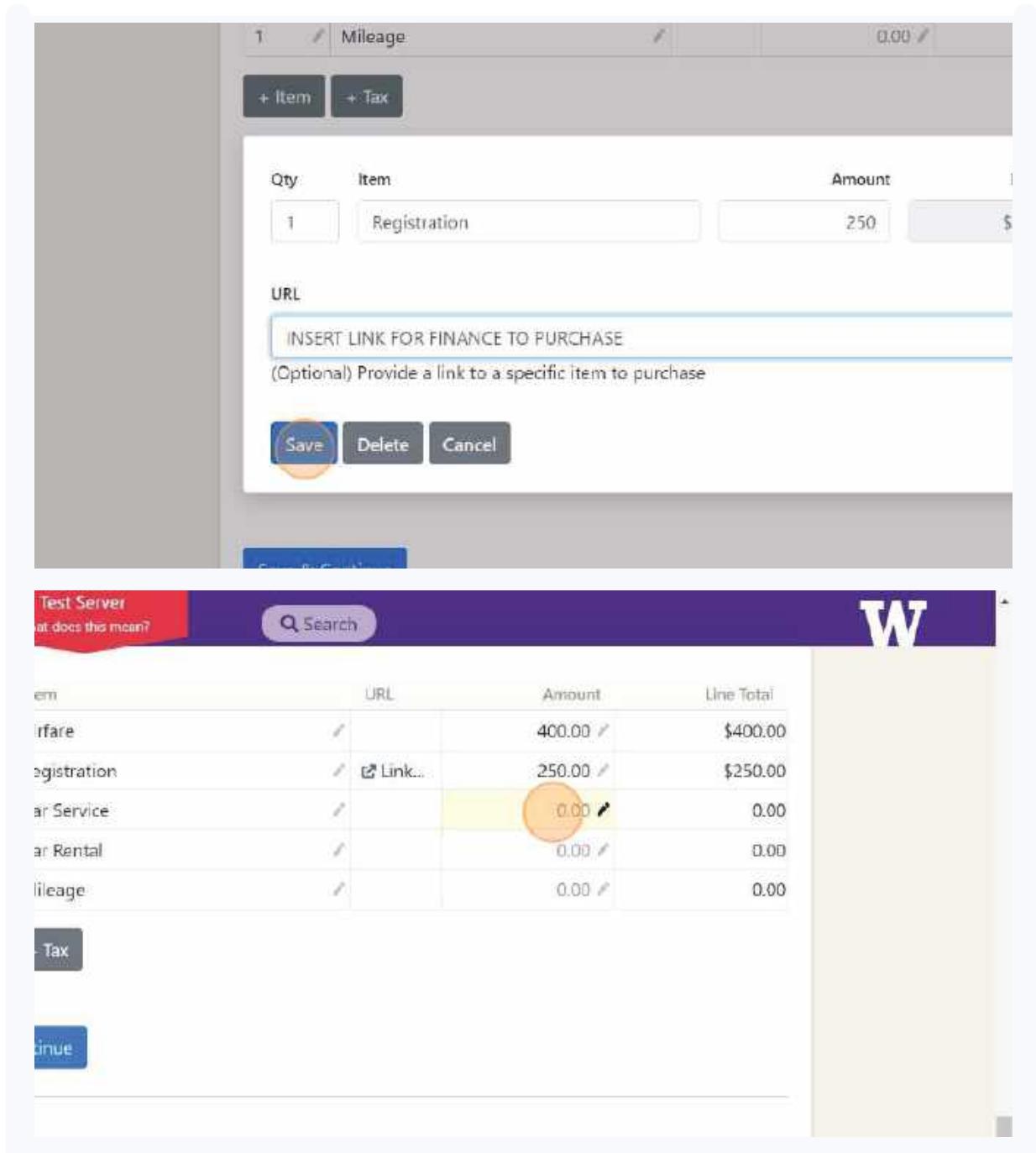
Test Server
What does this mean?

Search

Item	URL	Amount	Line Total
airfare	/	400.00 /	\$400.00
Registration	/ Link...	250.00 /	\$250.00
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	Item	Amount
1	Car Service	300
\$		

URL

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

 Save  Delete  Cancel

[Save & Continue](#)

TREQ: [Test Server](#) What does this mean?

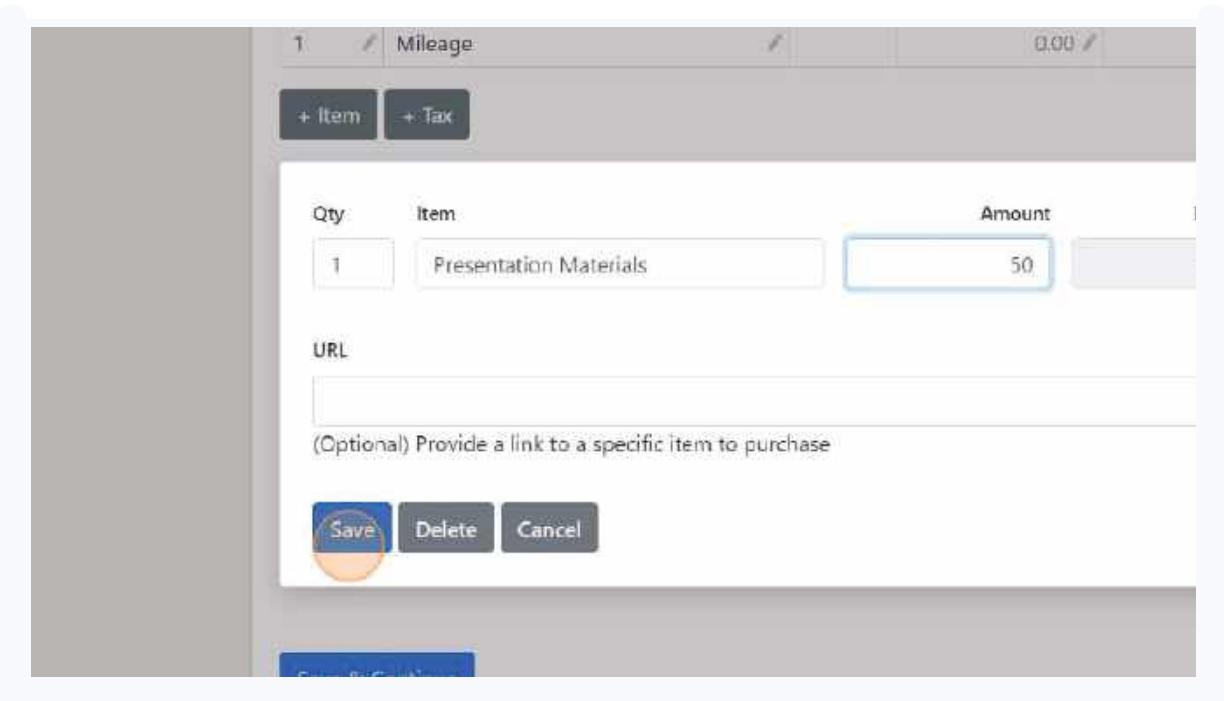
 [Search](#)

Other Items

Qty	Item	URL	Amount	Line T
1	Airfare	/	400.00	\$400
1	Registration	 Link...	250.00	\$250
1	Car Service	/	300.00	\$300
1	Car-Rental	 Link...	0.00	\$0
1	Mileage	/	0.00	\$0

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

[Save & Continue](#)



1 / Mileage / 0.00 /

+ Item + Tax

Qty	Item	Amount
1	Presentation Materials	50

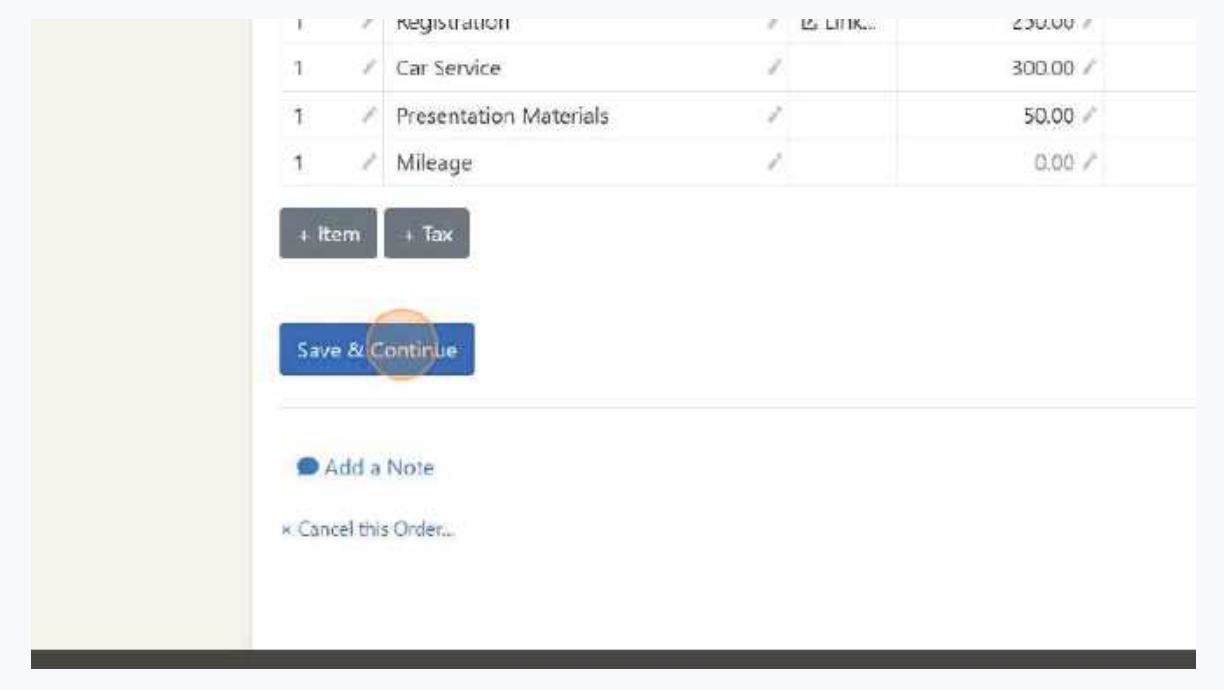
URL

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

Save Delete Cancel

Save & Continue

40 Click "Save & Continue" when done



1 / REGISTRATION / 200.00 /	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.

Re: Darshini Stark > Las Vegas, NV

Pre-Authorization | Creating

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

Upload Attachments

Folder in OneDrive named

2011969

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, the system will automatically create a OneDrive folder related to TREQ in a OneDrive file share. This gives you direct access to files, the ability to preview files online, and to share files with your fiscal office.

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

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

Project Folder Name

42 Then click the blue "Open OneDrive Folder".

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

Upload Attachments

Create folder in OneDrive named

TREQ011969

- 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, the system will automatically create a OneDrive folder related to TREQ in a OneDrive file share. This gives you direct access to files, the ability to preview files online, and to share files with your fiscal office.

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

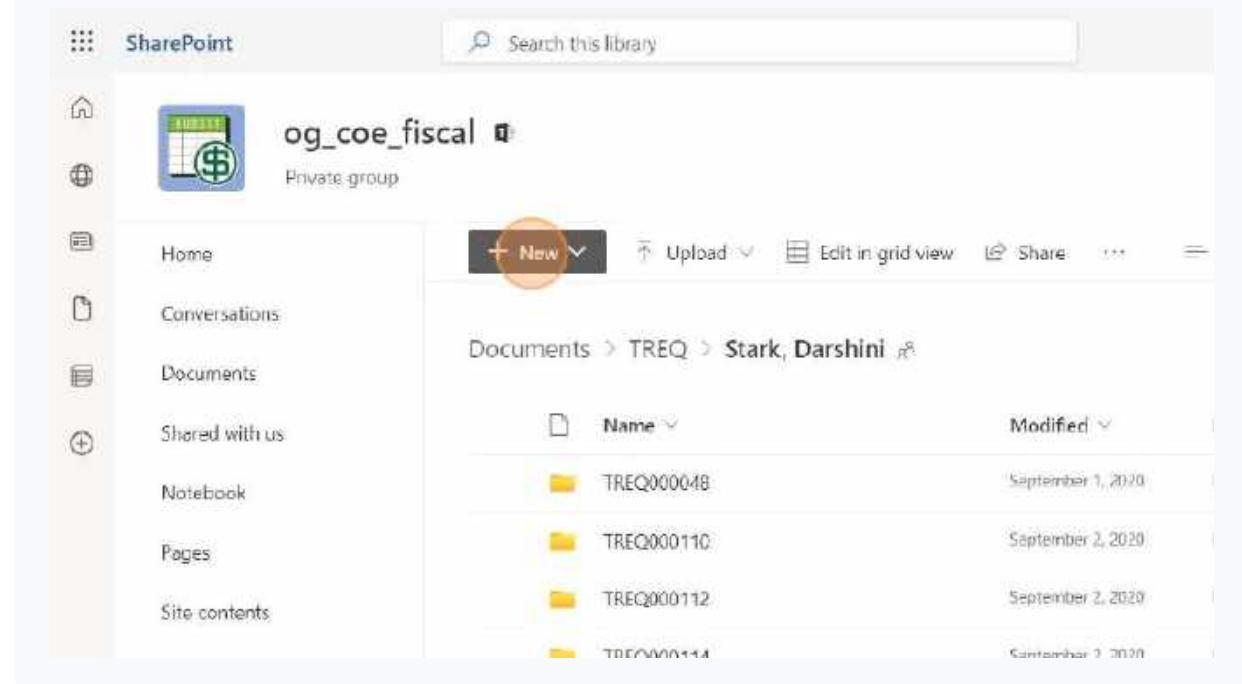
If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name

Your budget manager will give you instructions on how to attach attachments in OneDrive. Generally they want you to use the Project Number as the folder name, so it would look like "TREQ001234".

Done Uploading

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



SharePoint

og_coe_fiscal

Private group

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

+ New

Upload

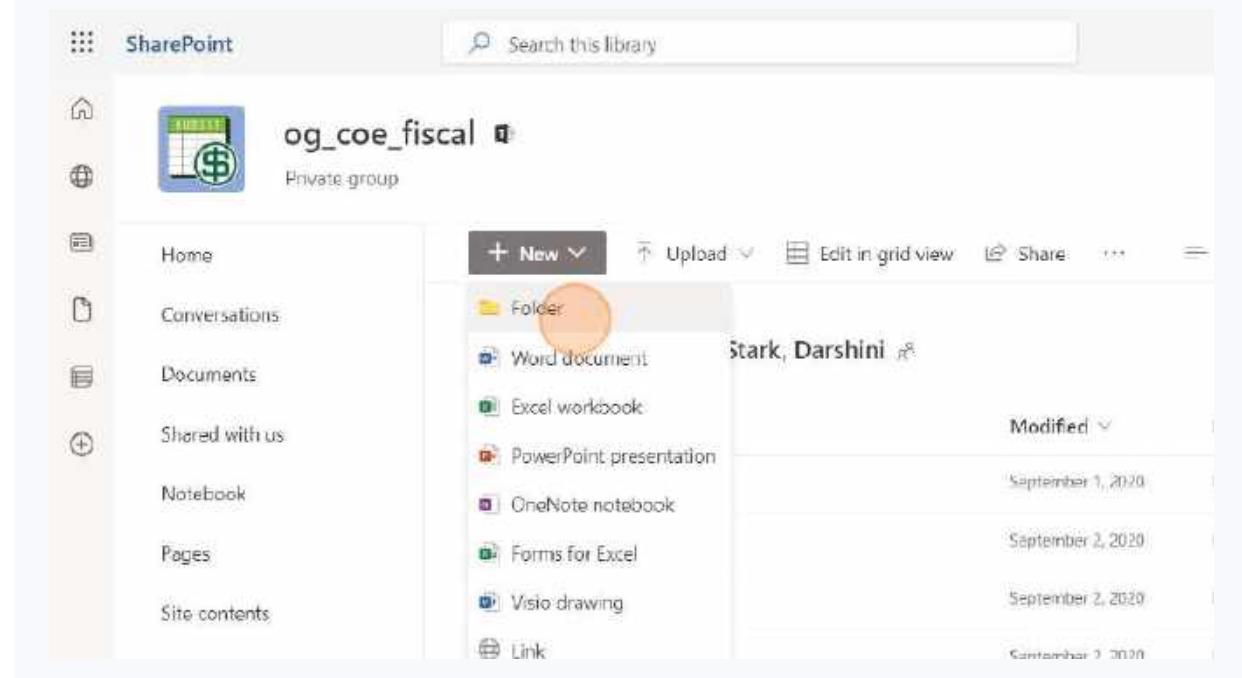
Edit in grid view

Share

Documents > TREQ > Stark, Darshini

	Name	Modified
1	TREQ000048	September 1, 2020
2	TREQ000110	September 2, 2020
3	TREQ000112	September 2, 2020
4	TREQ000114	September 2, 2020

44 Select "Folder"



SharePoint

og_coe_fiscal

Private group

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

+ New

Upload

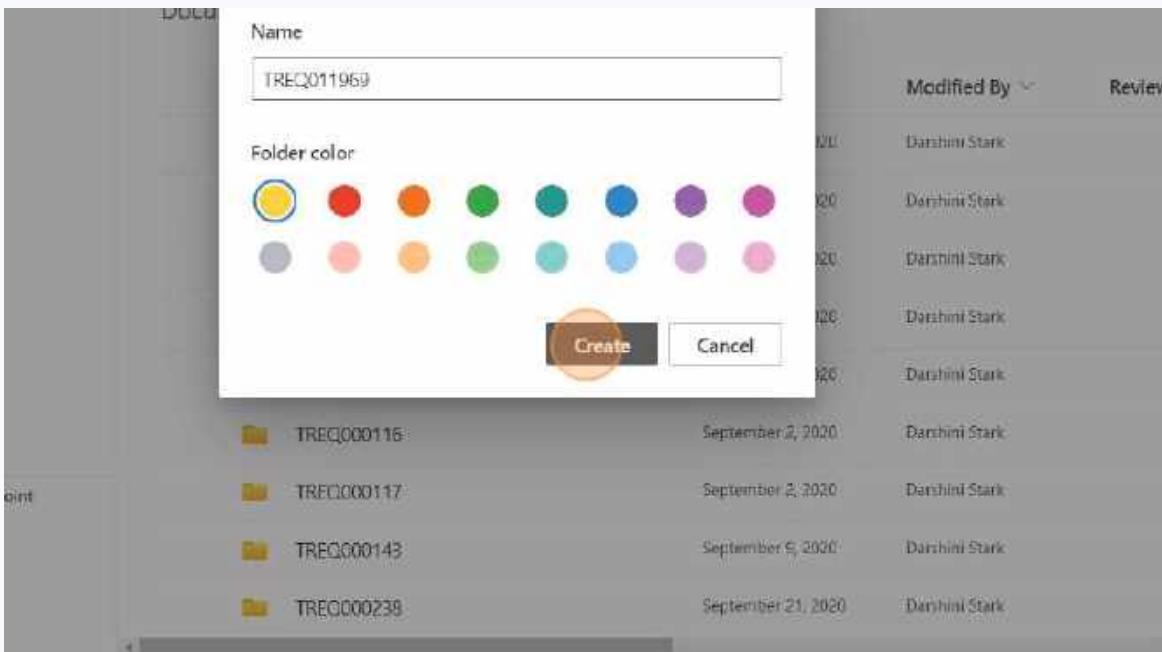
Edit in grid view

Share

Stark, Darshini

	Modified
1	September 1, 2020
2	September 2, 2020
3	September 2, 2020
4	September 2, 2020

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"

Stark, Darshini

○	Name	Modified	Modified By	Reviewed	U
📁	TREQ00048	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

...

rk, Darshini

□	Name	Modified	Modified By	Reviewed	Updat
📁	TREQ00048	Older to newer	Darshini Stark		
📁	TREQ000110	Newer to older	Darshini Stark		
📁	TREQ000112	Filter by	Darshini Stark		
📁	TREQ000114	Group by Modified	Darshini Stark		
📁	TREQ000115	Column settings	Darshini Stark		
📁	TREQ000116	Totals	Darshini Stark		
📁	TREQ000117	September 2, 2020	Darshini Stark		

New ▾

Upload ▾

Edit in grid view

Share

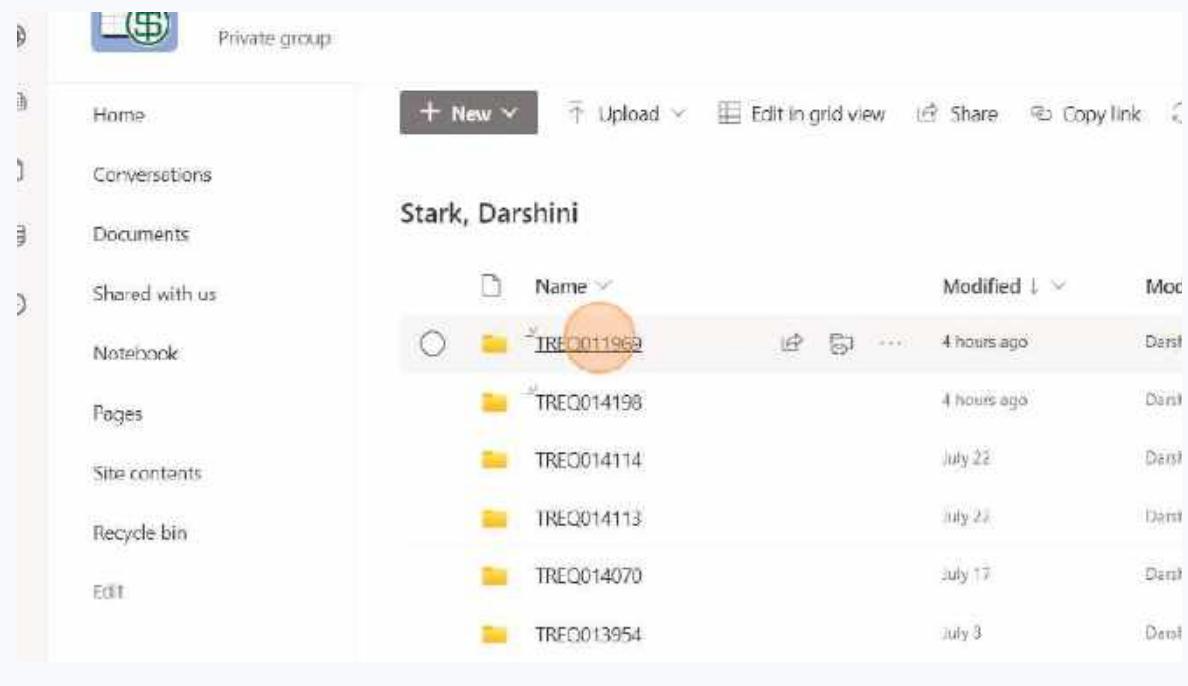
Copy link

Sync

Add shortcut to OneDrive

...

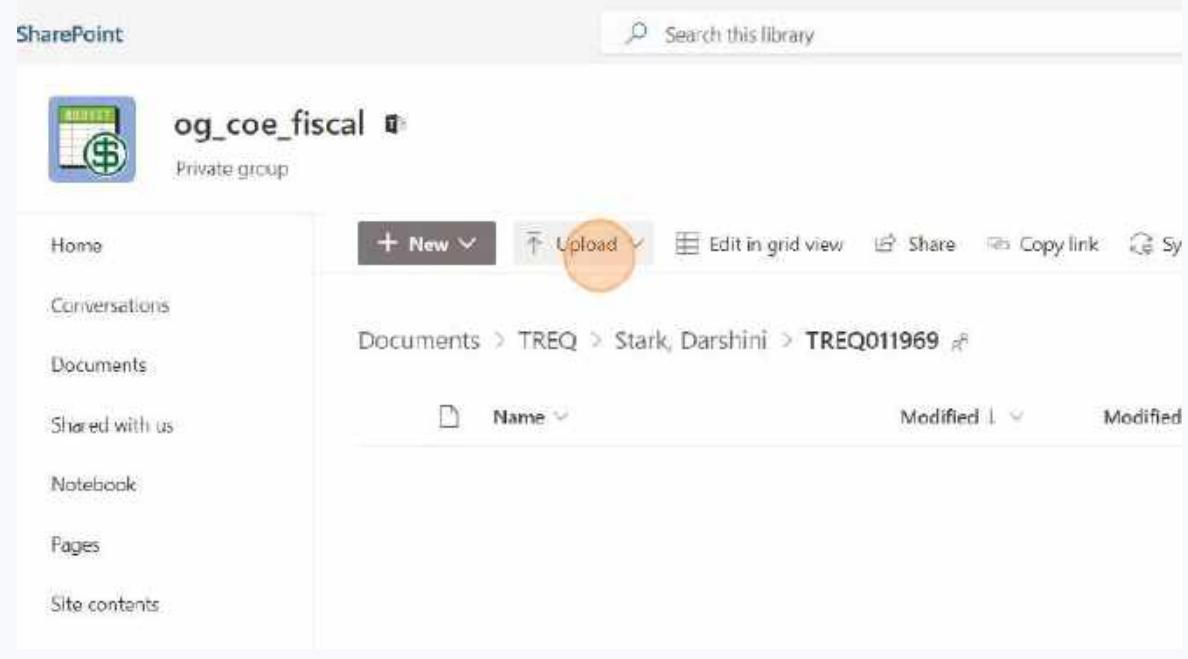
47 Open the TREQ folder by clicking on it



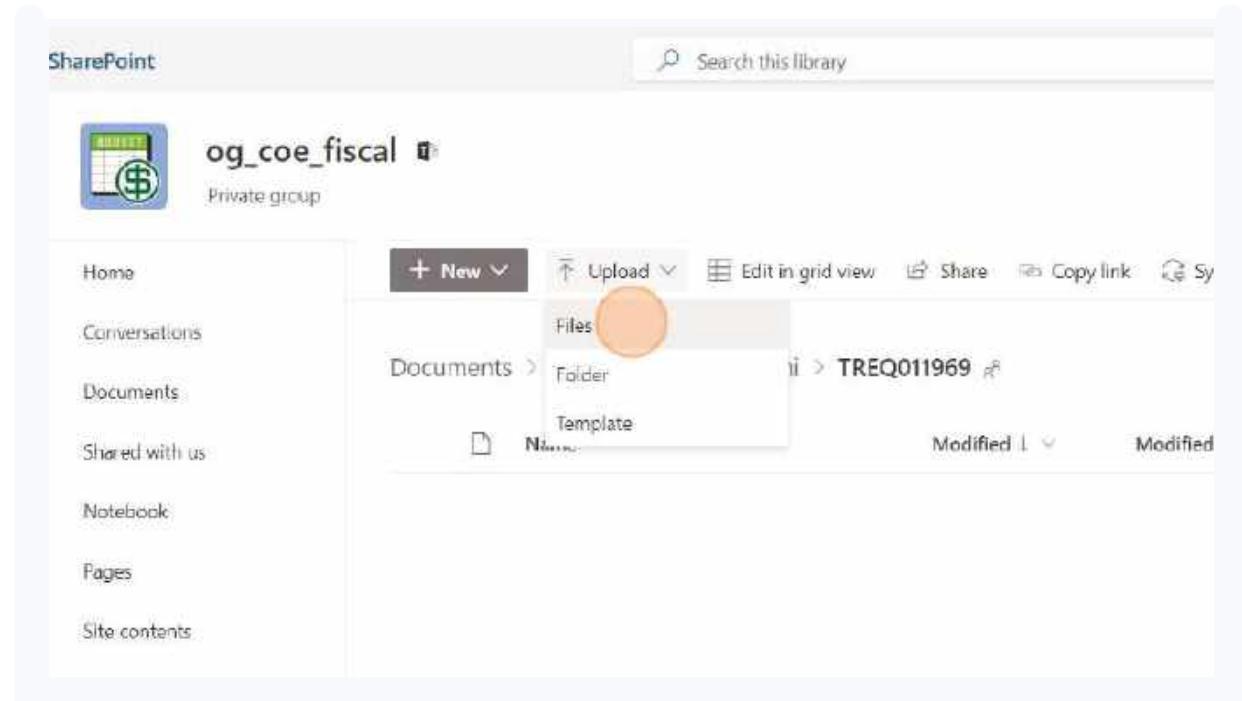
A screenshot of a SharePoint document library. The left navigation bar includes Home, Conversations, Documents, Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit. The main content area shows a list of items with columns for Name, Modified, and Modified. A folder named 'TREQ011969' is highlighted with a yellow circle. The list also includes 'TREQ014198', 'TREQ014114', 'TREQ014113', 'TREQ014070', and 'TREQ013954'. The top navigation bar includes New, Upload, Edit in grid view, Share, Copy link, and a back arrow.

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.

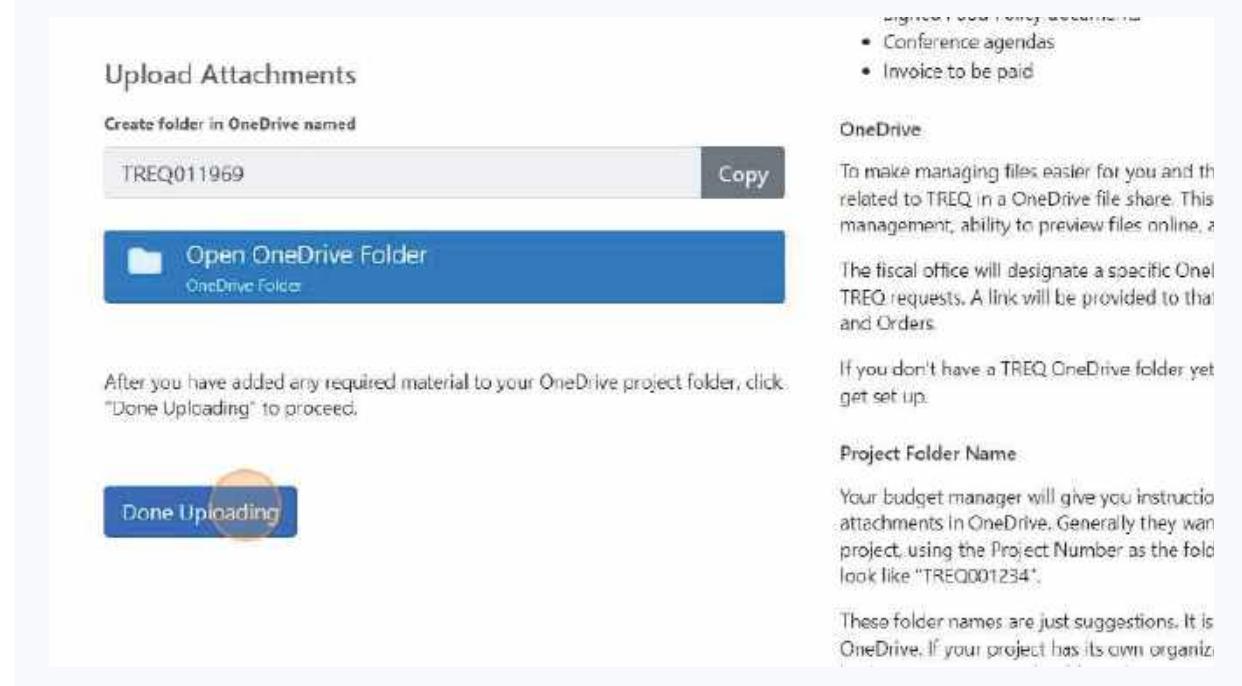


A screenshot of a SharePoint document library. The left navigation bar includes Home, Conversations, Documents, Shared with us, Notebook, Pages, and Site contents. The main content area shows a breadcrumb trail: Documents > TREQ > Stark, Darshini > TREQ011969. Below the breadcrumb is a list of files with columns for Name, Modified, and Modified. The 'Upload' button in the top navigation bar is highlighted with a yellow circle. The top navigation bar also includes New, Edit in grid view, Share, Copy link, and a back arrow. A search bar at the top right says 'Search this library'.



The screenshot shows a SharePoint library interface. At the top, there is a search bar with the placeholder 'Search this library'. Below the search bar, the library name 'og_coe_fiscal' is displayed, followed by a small green circular icon with a dollar sign. The text 'Private group' is also visible. On the left, a navigation menu lists 'Home', 'Conversations', 'Documents', 'Shared with us', 'Notebook', 'Pages', and 'Site contents'. In the center, there is a toolbar with buttons for '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', and 'Sy'. A dropdown menu for 'Upload' is open, showing 'Files' (which is highlighted with an orange circle), 'Folder', 'Template', and 'Name'. Below the toolbar, the library content is listed with a single item 'TREQ011969'. The right side of the interface shows sorting and filtering options: 'Modified' (sorted by newest), 'Name', and 'Size'.

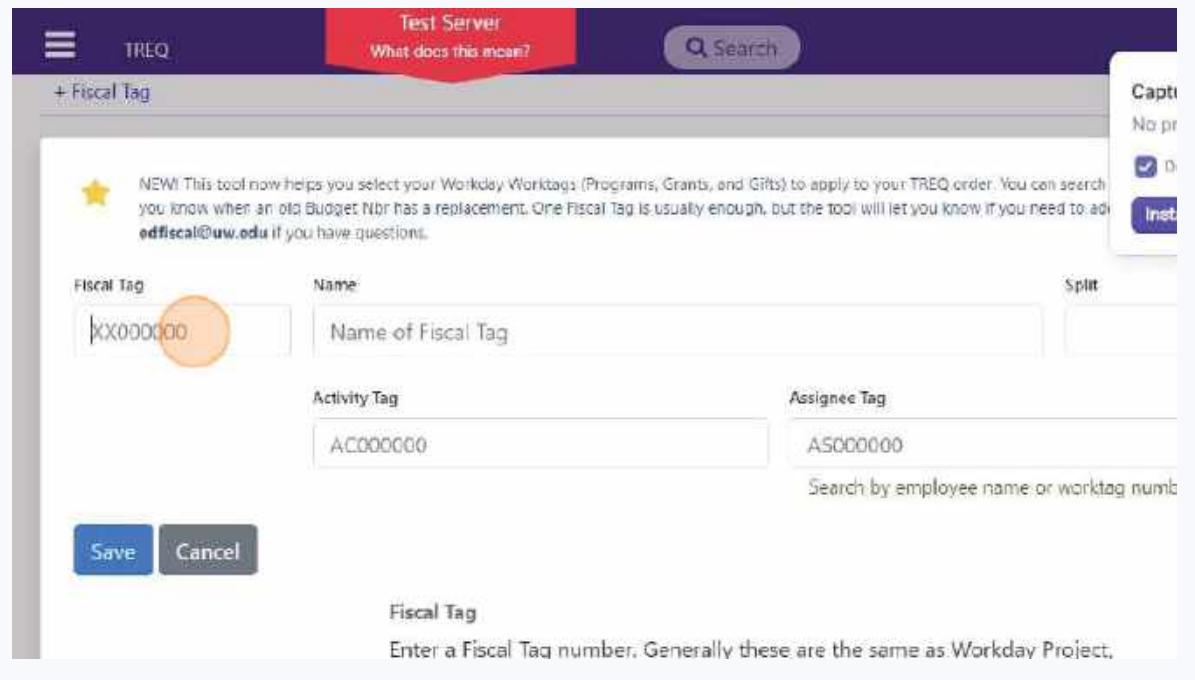
49 Switch back to the TREQ tab in your browser and click "Done Uploading".



The screenshot shows the 'Upload Attachments' interface. At the top, there is a note: 'Create folder in OneDrive named' followed by a text input field containing 'TREQ011969' and a 'Copy' button. Below this, there is a blue button labeled 'Open OneDrive Folder' with a 'OneDrive Folder' link underneath. A note below the button says: 'After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.' At the bottom, there is a large blue button labeled 'Done Uploading' with an orange circle highlighting it. To the right of the main interface, there are two side panels. The top panel is titled 'Project Number' and contains a list: '• Conference agendas' and '• Invoice to be paid'. The bottom panel is titled 'OneDrive' and contains text: 'To make managing files easier for you and the related to TREQ in a OneDrive file share. This management, ability to preview files online, a' (partially cut off). Below this, there is a note: 'The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder.' and 'If you don't have a TREQ OneDrive folder yet, get set up.' At the very bottom, there is a note: 'Project Folder Name' and 'Your budget manager will give you instructions on what to name your attachments in OneDrive. Generally they want the project, using the Project Number as the folder name. For example, the folder might look like "TREQ001234".' and 'These folder names are just suggestions. It is up to you to name your OneDrive. If your project has its own organization, you can use that name.'

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.



Test Server
What does this mean?

+ Fiscal Tag

Fiscal Tag: KX000000

Name: Name of Fiscal Tag

Activity Tag: AC000000

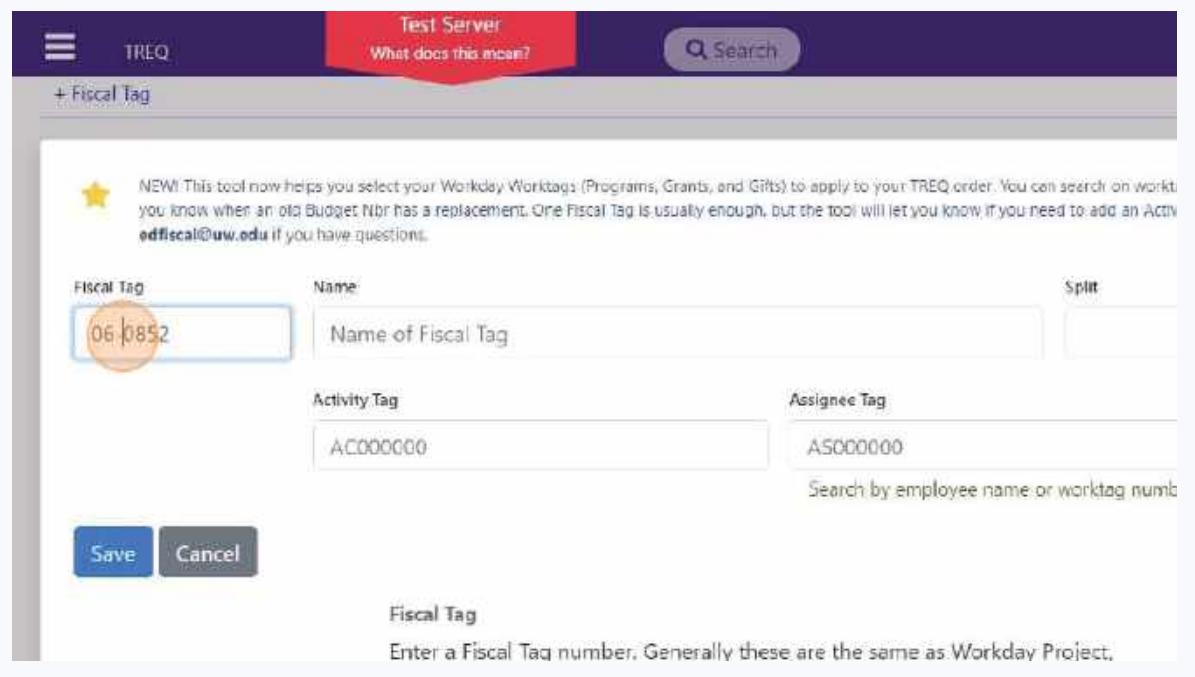
Assignee Tag: A5000000

Search by employee name or worktag numb

Save Cancel

Fiscal Tag
Enter a Fiscal Tag number. Generally these are the same as Workday Project.

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



Test Server
What does this mean?

+ Fiscal Tag

Fiscal Tag: 06|0852

Name: Name of Fiscal Tag

Activity Tag: AC000000

Assignee Tag: A5000000

Search by employee name or worktag numb

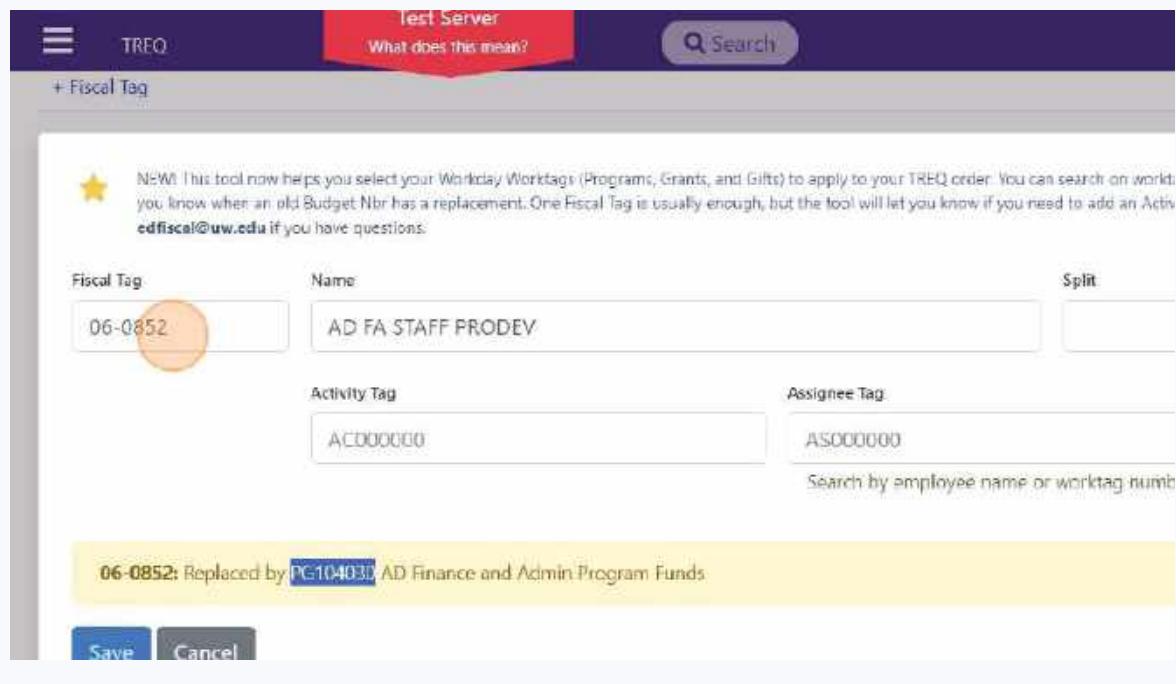
Save Cancel

Fiscal Tag
Enter a Fiscal Tag number. Generally these are the same as Workday Project.

52 Select the budget number and name that pops up.

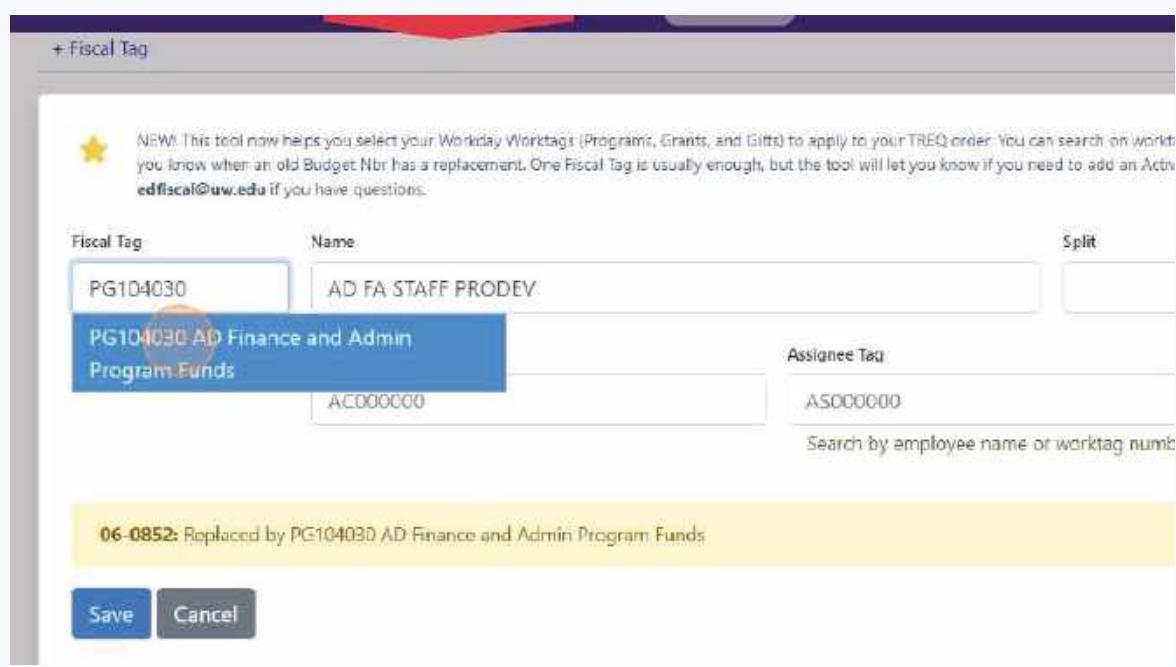
53 Below the "Activity Tag" and "Assignee Tag" a yellow alert will pop up informing you of the Worktag that replaced the budget number in Workday. Copy the Worktag.

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



The screenshot shows the 'TREQ' application interface with a 'Test Server' banner. A yellow star icon with a message about worktag replacements is visible. The 'Fiscal Tag' field contains '06-0852', which is highlighted with an orange oval. The 'Name' field shows 'AD FA STAFF PRODEV'. Below these fields are 'Activity Tag' (ACD000000) and 'Assignee Tag' (AS0000000). A search bar at the bottom right is labeled 'Search by employee name or worktag numb'. A message at the bottom states '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. Buttons for 'Save' and 'Cancel' are at the bottom.

55 Click the new Worktag and name that pop up.



The screenshot shows the 'TREQ' application interface with a 'Test Server' banner. A yellow star icon with a message about worktag replacements is visible. The 'Fiscal Tag' field contains 'PG104030', which is highlighted with an orange oval. The 'Name' field shows 'AD FA STAFF PRODEV'. Below these fields are 'Activity Tag' (ACD000000) and 'Assignee Tag' (AS0000000). A search bar at the bottom right is labeled 'Search by employee name or worktag numb'. A message at the bottom states '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. Buttons for 'Save' and 'Cancel' are at the bottom. A blue callout box highlights the text 'PG104030 AD Finance and Admin Program Funds'.

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"

Fiscal Tag Name Split

PG104030 AD Finance and Admin Program Funds

Activity Tag Assignee Tag

AC000000 AS000000

Search by employee name or worktag num:

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 Tag field, this is filled in for you.

Activity Tag

PG104030	AD Finance and Admin Program Funds
+ Fiscal Tag	

Add a Note

Finished entering Fiscal Tags

Continue

x Cancel this Order...

[Contact](#) [Help](#) [Privacy](#) [Terms](#)
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Final Steps!

57 Review the order on the final page

Test Server
at does this mean?

Search

W

Travel: Darshini Stark > Las Vegas, NV

Change Trip

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

Business Purpose
Attending a conference and presenting research

Items

Change Items

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

Test Server
at does this mean?

Search

W

Registration	<input type="checkbox"/> 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

Santhi Perumal

Approver Note

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

Submit

[Cancel this Order...](#)

58 Click "Submit"

Santhi Perumal

Approver Note

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

Submit

[Cancel this Order...](#)

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