



<b>Routing:</b> 1) Traveler: Original form to manager of funding budget for approval signature. 2) Manager: Copy of signed form to traveler, indicating approval for travel arrangements to be made. 3) Manager: Original of signed form to Finance & Administration team; or scan to <a href="mailto:coenvfa@uw.edu">coenvfa@uw.edu</a> .	TRAVEL AUTHORIZATION
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**Part I: TRAVELER TO COMPLETE AND SUBMIT TO AUTHORIZER(S)**

<b>Name:</b>	<b>Type of Traveler:</b> <input type="radio"/> Faculty Staff <input type="radio"/> Non-UW <input type="radio"/> Student <input type="radio"/> Student Employee <input type="radio"/> Foreign National	<b>Today's Date:</b>
<b>Net ID:</b>		<b>If Foreign National, indicate Visa Type:</b> B-1      B-2 F-1      F-2 Other: _____
<b>Email:</b>		
<b>Phone:</b>		
<b>Destination:</b>	<b>Dates of Travel:</b> Start _____ End _____	<b>Personal Time Requested:</b> <input type="radio"/> No <input type="radio"/> Yes <b>Dates:</b> Start _____ End _____

**Purpose of Travel:** (Mark all that apply.)  
 Field Work    Research    Presentation    Workshop/Training  
 Outreach    Conference    Meeting    Other: \_\_\_\_\_

**Description/Details:** \_\_\_\_\_

**Expected benefit to UW, School or Project:** \_\_\_\_\_

**Travel Elements Requested:**  Airfare    Registration    Ground Transportation    Lodging Per Diem    Meal Per Diem  
 Incidentals    Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**TOTAL ESTIMATED COST** \$ \_\_\_\_\_      **PER DIEM ADVANCE** (If applicable) \$ \_\_\_\_\_

**Part II: AUTHORIZATION: REQUIRED FOR TRAVELERS WANTING REIMBURSEMENT**

BUDGET NUMBER	AMOUNT	BUDGET Authorizer (Print name)	BUDGET Authorizer (Signature)	Dean Signature

**NOTES/COMMENTS:**  
  
  

- All Foreign Travelers:** Please register with Global Affairs by sending itinerary to [travelregistry@uw.edu](mailto:travelregistry@uw.edu).
- Student Foreign Travelers:** Reimbursable insurance is **required** for all students traveling abroad.  
 Go to: <http://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance/>

## TRAVEL GUIDELINES AND INFORMATION

**UW Travel Policies and Procedures:** <https://finance.uw.edu/travel/policies>

- **Travel Authorization:** Anyone who will be traveling to attend meetings, conferences, workshops or training must first obtain authorization from a Director of the budget covering the travel and submit a Travel Authorization form to the Finance and Administration Financial (F&A) team [coenvfa@uw.edu](mailto:coenvfa@uw.edu). You may also submit hard copy. This must be done before making reservations.
- **\*Comparison Airfare\*:** *In order to be reimbursed* for flight itineraries which include **personal time** before, after, or during your trip, or if you are not taking the most direct flight, you must provide documentation of a *price quote for a comparison fare*. This should be for a direct flight between your business destination and departure point for the dates you would have travelled without personal time. You must obtain this price quote before traveling, *at the same time* you purchase your airfare. Unless you are familiar with the rules for the Comparison Fare, please check in Finance and Administration (F&A) team [coenvfa@uw.edu](mailto:coenvfa@uw.edu) *before* purchasing your tickets.
- **Conference registration fees and abstract charges can be paid** using a department credit card, after your Travel Authorization has been signed and submitted. Work with the Finance and Administration (F&A) team [coenvfa@uw.edu](mailto:coenvfa@uw.edu).
- **Reimbursement prior to travel: Airfare, conference registration and abstract fees.** If you choose to purchase these items with personal funds, you may request reimbursement as soon as you have receipts, provided your Travel Authorization is in place. All other expenses including lodging, meals and ground transportation may only be reimbursed after travel is complete.
- **Lodging:** If you choose hotel or other lodging that is over the per night maximum allowed per government guidelines (see link below), you may not be fully reimbursed. Please work with a member Finance and Administration (F&A) team *before you travel* if you have questions.
  - **List of Domestic Per Diem Rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - If **sharing a room**, pay your portion *directly to the hotel* when checking out. Reimbursement will only be paid to the individual who makes the payment.
- **Car Rental:** If you need to rent a car for your trip, you may visit the UW Travel page at <http://f2.washington.edu/fm/travel/cars> and choose between two contracted vendors: Enterprise or National. Information is also available about WA state car rental rates and insurance. You may also choose any other car rental company. Whichever company you choose, pay particularly close attention to these points:
  - **IMPORTANT:** all drivers must be on UW business or entire car rental is *non-reimbursable*. Also, additional drivers must be listed on car rental agreement.
  - If personal time is included, car rental reimbursement will be pro-rated. You can only be reimbursed for business days.
- **Reimbursement:** The College of the Environment Dean's Office requires all travel reimbursement requests, including receipts and any required supporting documentation, to be turned in within 30 days of completion of travel.