

## **Department Resources - Department Policies & Procedures - Purchasing & Accounting: POLICY - Department Travel Request**

The Department Travel Request is **REQUIRED** for all Staff, Research Associates, PostDocs, and Graduate Students **PRIOR** to trip. The form **MUST** be completed, signed and approved by supervisor and/or Department Administrator. Failure to have prior approval for a trip will result in no reimbursement of travel costs. Once travel has been completed, the signed and approved form must be included with receipts and other documents for reimbursement.

All airline travel reservations for approved travel must be done via the department CTA account or the individual's University of Washington corporate card. Please see the Purchasing and Accounting Office (BAG 109) if you have questions.