



UNIVERSITY of WASHINGTON

CENTER FOR SHARED SERVICES

TRAVEL AUTHORIZATION FORM

GENERAL INFORMATION

Traveler's Name:

Destination(s):

UW Email:

Dates: Depart:

Email for non-UW travelers:

Return:

Work Phone Number:

Cell Phone Number:

Will personal time be included in this travel? If yes, enter:

Location:

Dates: Depart: Return:

Campus Mail Box:

Department:

Originating address: (if claiming mileage)

Traveler Type: Staff Faculty Student Other

Is this International Travel? Yes No If yes, see *Helpful Information - International Travel* section

REASON FOR TRAVEL

Please describe the business purpose of the trip (attach additional justification if more space is needed):

EVENT/CONFERENCE INFORMATION

Event Name:

Event Location (city, town/state):

Event Dates: Start: End:

TRIP PRE-PAYMENT INFORMATION *Is Traveler requesting CSS payment of:*

Conference Registration:

Yes No

If yes, is there a discount/member code for registration? Enter code here:

Airfare:

Yes No

Per Diem Advance: Yes No

Is any portion of this trip paid by another source besides the traveler?

Yes No

If yes, describe, including amount:



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PRE-TRAVEL ESTIMATED EXPENSES (Complete all columns if applicable except Actual Costs prior to travel. Actual Costs should be completed after travel with attached receipts in PDF format.)

Table with 5 columns: FUNDING, Estimated Cost, Actual Cost (after travel), Budget Number, PCA Codes (if applicable). Rows include AIRFARE, LODGING, MEAL PER DIEM, REGISTRATION FEES, OTHER EXPENSES, and Total.

* If claiming actual costs for meals, please provide itemized receipts. Note: UW Travel will reimburse the actual costs claimed (under the per diem limit) if claiming actuals for meals. UW Travel will not reimburse more than the per diem amount if claiming actual costs.

POST TRAVEL – MEALS PROVIDED (To be completed after travel. Please enter an "X" where meals were provided and include the date. If claiming actual costs, enter the amounts, dates and attach receipts. If a box is left blank, you will receive the per diem reimbursement. Note: Continental breakfast is not considered a provided meal. It is eligible for per diem or actual reimbursement).

Table for meal tracking with columns for Date and rows for Breakfast, Lunch, and Dinner.

APPROVALS

Signature lines for Traveler, Supervisor, Finance, and Additional Signature, each with Print Name and Date fields.



All travel must be pre-approved, including registration. Include this signed form with your POST TRIP REIMBURSEMENT request. If requesting a per diem advance, traveler and supervisor attest receipts will be submitted within 4 weeks of travel completion.

Submit to csshelp@uw.edu



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Helpful Travel Information

See the table below for a list of travel expenses to include and provide the receipts for in your reimbursement claim.
Best practice: please ensure the dates and the travel category are on the receipt for faster reimbursement.

Table with 2 columns and multiple rows, categorized into Participation Fees, Transportation, Lodging, and Miscellaneous. Each row contains a checkbox and a description of a travel expense.

International Travel

Travelers should register their travel itinerary at travelregistry@uw.edu prior to departure. See the UW Global Travel site for more information. The UW Global Travel office can help facilitate safe and successful international travel for UW faculty, staff and students.