W
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:

PRE-TRIP PRE-PAYMENT INFORMATION *Is Traveler requesting CSS pre-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.)

FUNDING:	Estimated Cost	Actual Cost (after travel)	Budget Number	PCA Codes (if applicable)
AIRFARE				
LODGING				
MEAL PER DIEM *				
REGISTRATION FEES				
OTHER EXPENSES (e.g. gas, car rental, mileage/baggage fees)				
Other miscellaneous (descriptions and costs)				
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**" for meals where you would like to claim the per diem allowance and include the date. If claiming actual costs, enter the amounts, dates and attach receipts. **If a box has an "X" in it, you will receive the per diem reimbursement.** If a box is left blank, you will not receive the per diem allowance for this meal. Note: Continental breakfast is not considered a provided meal. It is eligible for per diem or actual reimbursement).

Date:							
Breakfast							
Lunch							
Dinner							

APPROVALS

Traveler Signature: Print Name: Date:

Supervisor Signature: Print Name: Date:

Finance Signature: Print Name: Date:

Additional Signature: Print Name: Date:

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.

If you currently reside in the EU or are an EU resident, by signing this form you attest that you have read the **CSS Privacy Statement.**

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.

Participation Fees - Please attach itemized receipts	
☐ Abstract Fee	
☐ Banquet Meals	
☐ Entrance Fee	
☐ Membership	
☐ Registration	

Transportation - Please attach itinerary and itemized receipts. Mileage/credits used are not reimbursable	
☐ Airfare (Include comparison airfare if personal time taken)	☐ Gas
☐ Baggage Fee	☐ Mileage. Include
☐ Bicycle	☐ Moorage
☐ Car Rental. (Allowed up to full-size car without justification)	☐ Parking
☐ Car Service (e.g., Uber, Lyft, Taxi)	☐ Public Transportation
☐ Ferry	☐ Rail
☐ Seat Fee (Separate prior authorization from an administrator is needed. For Federal awards additional restrictions may apply)	☐ Wi-Fi

Lodging - Please attach the hotel folio. Mileage/credits are not reimbursable	
☐ Early Check-in	☐ Lodging Per Diem
☐ Late Check-out	☐ Internet Fees
☐ Telecommunications	☐ Sim Card
☐ Data Plan	☐ Wi-Fi
☐ Phone Card	
☐ Telephone	

Miscellaneous - Please attach receipts	
☐ Book	☐ Electronic Accessory
☐ Laundry	☐ Mailing/Shipping
☐ Map	☐ Non-Incidental Supplies (notebooks, pens)
☐ Package Deal	☐ Printing
☐ Translator	☐ Visa/Passport Fees

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.