



School of Social Work

University of Washington

PhD Program/NIMH Training Program

PRIOR APPROVAL TRAVEL REQUEST/DOCUMENTATION

Prior approval is required for all travel. This form must be completed by anyone traveling for work-related purposes, regardless of funding source.

Submit this form to the PhD Program Coordinator for approval.

You must indicate the source of funding requested.

When approved, it will then be forwarded to the Director, Finance & Administration who signs on the Dean's behalf. When the request is approved/disapproved, the original copy of this form will be retained by the Assistant Director, Finance & Budget, and a copy will be returned to you.

Upon completion of any approved travel, submit a Travel Reimbursement Request form and all receipts to the appropriate fiscal staff in the Dean's Office within 10 days after the trip.

TRAVELER:

Name:	Signature:	Date:
Check Program Source:	Phone:	Box:

DESTINATION INFORMATION:

Destination:
Dates of Travel:

PURPOSE OF TRIP (including Expected Benefits):

Be specific:

FUNDING REQUESTED? Yes.

Funding Source: If you wish to request funds from both the Doctoral Excellence Fund and the GSFEI, check both. (Note: GSFEI funds may only be used for airfare or ground travel expenses; limits are \$300 USA/\$500 Int'l travel.)	Budget #:
NIMH Prev. Training Program <input type="checkbox"/> Amount:	NIMH:
Doctoral Excellence Fund <input type="checkbox"/> Amount:	Doc Excel :
Graduate School Travel Fund <input type="checkbox"/> Amount:	GSFEI:
PhD Program <input type="checkbox"/> Amount:	PhD Program:

----- Office use only below this line -----

Approved amount: \$	<i>*Note:</i> Approval includes, when necessary, exception to the maximum lodging allowance.	
Director/Program Coordinator Approval	Date:	
Dean's Office Approval Signature:	Date:	
Remarks		

Upon approval: copies to Student, PhD Program Office, and appropriate budget officer.