

SEFS Travel Authorization

Routing: 1) original signed form to manager of funding budget, awaiting receipts
2) copy of signed form to traveler, indicating travel arrangements may be made
3) copy of signed form to financial services along with Travel Reimbursement Worksheet and travel receipts

Part I: COMPLETED BY TRAVELER AND SUBMITTED TO AUTHORIZERS

Today's date:

Traveler Name:

Phone:

Email address:

Travel Destination:

Start date

End date

Type of Traveler:

Faculty Staff Student Other

Personal Time Requested:

Yes No

Dates:

Type of funding source

Grant; is trip specified in approved grant terms and conditions? Yes No

Self-sustaining

RCR

Gift

State

Unspecified Director's funds

Student Travel Fund

Purpose of travel

Research

Conference, workshop, outreach, meeting

Guest presentation

Other

Describe:

Expected Benefit to UW, School, or Project:

Travel elements requested

Airfare (attach flight cost estimate) Per diem (lodging/meals)

Incidentals (ground transportation) Registration Conference Name:

Other (explain):

Total estimated cost: \$

Per diem advance: \$

Part II: AUTHORIZATIONS, REQUIRED FOR ALL SEFS TRAVELERS WANTING REIMBURSEMENT

Budget number

Amount

Budget "Owner"
(print name)

Budget "Owner"
Signature

Director Signature (faculty & upper campus-SEFS director; other sites- (ONRC director), (Pack Forest director), (UWBG director))

Foreign Travel (register with Global Affairs by sending an itinerary to travelregistry@uw.edu)