



# Travel Approval Request Form

All out-of-state travel by UW employees for UW business requires prior approval from the traveler's unit head. The following expenses require advanced approval from your Vice Provost:

- Airfare and rail upgrades greater than \$75
- Lodging exceeding the allowable lodging per diem rate

## Traveler Details

Name						
Unit						
Telephone						
Email						
UW Box #						
UW Guest	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Guest Honorarium? If included, amount	

## Trip Details

Destination						
Departure Date						
Return Date						
Does this trip include personal time?		Yes		No	<input type="checkbox"/>	
If yes, provide dates and destination						
Purpose of the trip						



Travel Cost Estimates

Registration		Ground Transportation – Taxi, uber, bus, train	
Airfare		Car Rental	
Lodging		Personal vehicle mileage	
Meals		Other	
<b>Total Estimated Cost</b>			<b>\$ 0.00</b>

Approval

\_\_\_\_\_  
Unit Approver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Approver/Designee

\_\_\_\_\_  
Date

Once your Unit Approver and Organization Approver has approved your Travel Approval Form, please send it to the Executive Office Finance team (EOFin) via the [Pre-Travel Approval Upload Space](#). You can now begin making travel arrangements. EOFFin can help you pay for airfare and your registration. All other expenses are reimbursed once you return from your trip. If you have any questions, please contact us via [the EOFFin General Consultation Form](#) or visit our [website](#).

Recommended Travel Agency <i>Tangerine Travel</i>	
Regina Morris Email: Regina@tangerinetravel.com	Sue Buchman-Wiita Email: Sue@tangerinetravel.com
Phone: 800-678-8202   425-822-2333	