



Routing: 1) Traveler: Original form to manager of funding budget for approval signature. 2) Manager: Copy of signed form to traveler, indicating approval for travel arrangements to be made. 3) Manager: Original of signed form to Financial Services; or scan to sefsfin@uw.edu .	TRAVEL AUTHORIZATION
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Part I: TRAVELER TO COMPLETE AND SUBMIT TO AUTHORIZER(S)

Name:	Type of Traveler:	Today's Date:
Net ID:	<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Non-UW <input type="radio"/> Student <input type="radio"/> Student Employee <input type="radio"/> Foreign National	If Foreign National, indicate Visa Type:
Email:		B-1 B-2 F-1 F-2 Other: _____
Phone:	Dates of Travel:	Personal Time Requested: <input type="radio"/> No <input type="radio"/> Yes
Destination:	Start _____ End _____	Dates: Start _____ End _____

Purpose of Travel: (Mark all that apply.)

Field Work Research Presentation Workshop/Training
 Outreach Conference Meeting Other: _____

Description/Details: _____

Expected benefit to UW, School or Project: _____

Travel Elements Requested: Airfare Registration Ground Transportation Lodging Per Diem Meal Per Diem
 Incidentals Other: _____

Comments: _____

TOTAL ESTIMATED COST \$ _____ PER DIEM ADVANCE (If applicable) \$ _____

Part II: AUTHORIZATION: REQUIRED FOR ALL SEFS TRAVELERS WANTING REIMBRSEMENT

BUDGET NUMBER	AMOUNT	BUDGET OWNER (Print name)	BUDGET OWNER (Signature)	Director Signature
				Faculty & upper campus – SEFS director. Other sites: ONRC - director, Pack Forest –director, USBG – director.

NOTES/COMMENTS: _____

TRAVEL GUIDELINES AND INFORMATION

- **Travel Authorization:** Anyone who will be traveling to attend meetings, conferences, workshops or training must first obtain authorization from the PI (Principal Investigator) of the budget covering the travel, and submit a Travel Authorization form to SEFS Financial team (sefsfin@uw.edu). You may also submit hard copy. This must be done before making reservations.

- ***Comparison Airfare*:** *In order to be reimbursed* for flight itineraries which include personal time before, after, or during your trip, or if you are not taking the most direct flight, you must provide documentation of a *price quote for a comparison fare*. This should be for a direct flight between your business destination and departure point for the dates you would have travelled without personal time. You must obtain this price quote before traveling, *at the same time* you purchase your airfare.

Unless you are familiar with the rules for the Comparison Fare, please check in with our SEFS Financial team sefsfin@uw.edu *before* purchasing your tickets.

Airfare can be charged to the department travel card: After receiving approval via your Travel Authorization, email one of our travel agents with a copy to SEFS FIN (sefsfin@uw.edu) indicating your desired dates and schedule. (Jeanne Kick jeanne.kick@travellleaders.com, or LaJuan Donaldson ldonaldson@statravel.com.) You will work out the flight itinerary details with the travel agent. Once approved, your airfare will be paid for with the department travel card.

- **Conference registration fees and abstract charges can be paid** using a department credit card, after your Travel Authorization has been signed and submitted. Work with the SEFS Financial team in AND 115 by emailing (sefsfin@uw.edu) to set up a time to stop by.
- **Reimbursement prior to travel: Airfare, conference registration and abstract fees.** If you choose to purchase these items with personal funds, you may request reimbursement as soon as you have receipts, provided your Travel Authorization is in place. All other expenses including lodging, meals and ground transportation may only be reimbursed after travel is complete.
- **Lodging:** If you choose hotel or other lodging that is over the per night maximum allowed per government guidelines (see link below), you may not be fully reimbursed. Please work with the SEFS Financial team *before you travel* if you have questions.
 - **List of Domestic Per Diem Rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - If **sharing a room**, pay your portion *directly to the hotel* when checking out. Reimbursement will only be paid to the individual who makes the payment.
- **Car Rental:** If you need to rent a car for your trip, you may visit the UW Travel page at <http://f2.washington.edu/fm/travel/cars> and choose between two contracted vendors: Enterprise or National. Information is also available about WA state car rental rates and insurance. You may also choose any other car rental company. Whichever company you choose, pay particularly close attention to these points:
 - IMPORTANT: all drivers must be on UW business or entire car rental is *non-reimbursable*. Also, additional drivers must be listed on car rental agreement.
 - If personal time is included, car rental reimbursement will be pro-rated. You can only be reimbursed for business days.