SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES
UNIVERSITY of WASHINGTON
College of the Environment

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

## Part I: TRAVELER TO COMPLETE AND SUBMIT TO AUTHORIZER(S)

**Name:**

**Net ID:**

**Email:**

**Phone:**

**Destination:**

**Type of Traveler:**
- ❍ Faculty
- ❍ Staff
- ❍ Non-UW
- ❍ Student
- ❍ Student Employee
- ❍ Foreign National

**Today's Date:**

**If Foreign National, indicate Visa Type:**
☐ B-1 ☐ B-2
☐ F-1 ☐ F-2

Other:

**Dates of Travel:**
Start____________________
End

**Personal Time Requested:** ❍ No ❍ Yes
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. |
|---|---|---|---|---|
| | | | | |
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| | | | | |

**NOTES/COMMENTS:**

- ❍ **All Foreign Travelers:** Please register with Global Affairs by sending itinerary to **travelregistry@uw.edu**.
- ❍ **Student Foreign Travelers:** Reimburseable insurance is ***required*** for all students traveling abroad. Go to: http://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance/

2026.03.10

# 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 the travel agent (Jeanne Kick, Direct Travel, jkick@dt.com) who has our CTA card on file with a cc: to SEFS FIN (sefsfin@uw.edu) indicating your desired dates and schedule. 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. A signed Travel Authorization form must be on file before purchase.

- **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.

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**UW Travel Policies and Procedures:** https://finance.uw.edu/travel/policies