Travel Pre-Authorization is used to provide details and estimated expenses of an upcoming trip, and then get approval from the appropriate Directors, Principal Investigators and Budget Managers. If you have any questions, please email efast@uw.edu

TREQ User Guide: Travel Pre-Authorization

Step 1: Enter Basic Trip Details
- On the first page of the Pre-Travel Authorization select the Traveler Affiliation.
- Type in the Traveler name and destination
- Select State or International
  - A registration reminder will populate if travel is international
- Enter travel dates and times
  - You may estimate travel times as actual travel times will be accounted for in the post travel form
- In business purpose, please specify how this trip is benefiting UW or, if applicable, the grant.
- Check off personal time or advance per diem request if applicable

Step 2: Estimated Expenses
- For per diem: Follow the GSA link in TREQ (highlighted in blue) and search for the location of your trip
  - Search by City, State or ZIP or by using the map. Locate the per diem rate in the corresponding month and location.
  - Enter daily rate into TREQ. TREQ will auto calculate the estimated per diem.
  - If actual lodging is already known, you may override in the “Actual Lodging” field
- All other estimated expenses are entered in the table
  - Common expenses are automatically.
  - Leave unused expenses as $0 if they are not needed or you can select the line item and then click “Delete”
- You can add additional expenses by clicking on the “+ Item” button
  - There is an optional text field to add an URL if desired
- Click “Save & Continue”
Step 3: Upload Supporting Documents
- Click on the grey “Copy” button to copy the unique TREQ Number
- Click on “Open OneDrive Folder”
  - This will open a new browser tab
- Create a new folder with the title of the unique TREQ Number
- Upload applicable files in the new TREQ folder
  - If you already have some supporting documents, please upload them now:
    - Receipts for airfare, lodging, car service, etc.
    - Award letter, conference agendas, meeting invitations, etc.
- When done, go back to TREQ tab and click “Done Uploading”

Step 4: Enter Budget Information
- Type is the applicable budget number or name
- Select the correct budget
- You can split the cost among other budgets by selecting the split type and adding other budgets by clicking “+ Budget”
- When done, click “Continue”

Step 5: Review & Submit
- On the final page Review the information previously entered and submit
  - Approvers will automatically populate based on the budget information entered
- If everything looks good, click “Submit”
- If the approver is blank or incorrect, you can change to another College of the Environment personnel
- If a department approver is blank, TREQ will route to eFAST for further assistance

What Comes Next?
- If the pre-populated approver is yourself, you will have the option to approve afterwards on the next TREQ order page
- Once the programmatic “department” approver has approved, TREQ will prompt the budget manager for review and approval
- Once approved, the pre-authorization is complete! TREQ will send a notification of completion to the preparer.
- Once a traveler has incurred expenses, you can add a travel reimbursement to your pre-authorization and the trip information will already be saved!