

University of Washington Dept. of Atmospheric Sciences

TRAVEL **PRE**-AUTHORIZATION FORM

All out-of-state travel (defined as outside of Washington, Oregon, or Idaho) requires written approval from an authorized designee. Details: <http://finance.uw.edu/travel/approvals> If requesting reimbursement or use of the Central Travel Account (CTA) for payment, please include an approved copy of this form with your submission.

1. Traveler Information

Name	Phone Number/Email
------	--------------------

2. Travel Details (*Attach all relevant materials including brochures, registration forms, agenda, etc...*)

Conference/ Event/Meeting Name	
Destination (City, State)	Dates of Trip Personal time taken: Yes <input type="checkbox"/> No <input type="checkbox"/>
All international travel, including to Canada and Mexico, must be registered through travelregistry@uw.edu . The UW International Travel Registry assists the Office of Global Affairs in providing support and resources to UW travelers abroad. It is not an approval process. Registry information is confidential. It is used by the UW Global Emergency Manager in case of an emergency, and to provide support when requested.	Email foreign travel itineraries to: travelregistry@uw.edu For detailed information, visit: http://www.washington.edu/globalaffairs/global-travelers/travelregistry/
Purpose of Trip: Must include the purpose of the trip and how it relates to the employee's work, professional development, the relationship to the budget to be charged, and a description of the expected benefits to the university/grant/department.	
Budget Name	Budget Number
If budget to be charged is associated with a grant, indicate if travel is approved in grant proposal: Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", please JUSTIFY the trip as relevant to the budget and how it benefits the University and job position.	
If any portion of your travel is to be reimbursed using two budgets, through an outside source or other, please explain:	

3. Travel Arrangements

Check here if you wish to have the airfare charged to the CTA. If you need to use the CTA, please contact atmadmin@uw.edu prior to making travel arrangements/reservations.

4. Approval Signatures

Grant/Contract Budgets: Principal Investigator (P.I.) must approve travel to be charged to a grant budget. If the P.I is the traveler, route to your Immediate Supervisor, for the required concurring signature.
State Funds: Authorized Budget Approver, must sign.

Traveler:
Signature _____ Print Name _____ Date _____
Supervisor:
Signature _____ Print Name _____ Date _____
Budget Authority (if not Supervisor)
Signature _____ Print Name _____ Date _____