

## Travel Pre-Authorization Form

For any travel with an overnight stay, regardless of funding source, pre-authorization is required prior to booking. This applies to all destinations, including in-state travel (WA/OR/ID). Approval for Travel Pre-Authorizations may come from the Executive/Vice Chancellor, Dean, or a pre-determined delegate. When 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

<b>Name</b>	<b>Phone number</b>	<b>Email</b>
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### 2. Travel Details (*Attach all relevant materials including brochures, registration forms, agenda, hotel justification, etc.*)

<b>Reason for travel:</b> Attending a conference <input type="checkbox"/> Professional development <input type="checkbox"/> Student engagement <input type="checkbox"/> Other <input type="checkbox"/> <b>NOTE:</b> Travel that is deemed essential and/or critical to the UW Tacoma mission is allowed. Examples include, but are not limited to, professional development, conference or session presenters, and events where attendance is required. For timely processing, attach all relevant supporting documentation and provide clear justification.		
<b>Conference/Event/Meeting name</b>		
<b>Destination (City, State)</b>	<b>Dates of trip</b>	<b>Personal time taken:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>NOTE:</b> Any International travel outside of the United States must register with the University of Washington Office of Global Affairs. For detailed information, visit: <a href="https://www.washington.edu/globalaffairs/global-travelers/travelregistry/">https://www.washington.edu/globalaffairs/global-travelers/travelregistry/</a>		
<b>Business Purpose:</b> Describe how the trip relates to the employee's work or the student's educational experience for professional development or academic achievement, and how this may be deemed critical to the UW Tacoma mission. Please include the relationship to the cost center(s) requesting to be charged.		
<b>Cost Center Name</b>		<b>Worktags (CC, PG, RS)</b>
<b>Estimated Costs</b> <i>Estimated Per Diem</i> <i>Estimated Airfare</i> Hotel Expense Conference Fee Other Transportation Costs Other Costs (please itemize)  Total estimated costs		If any portion of your travel is to be reimbursed using two cost centers, through an outside source or other, please explain:

### 3. Travel Arrangements

- Check here if you wish to have the airfare charged to the CTA. This is only applicable to employees who do not have UW Individual Travel Cards. If you need to use the CTA, please contact [tacfiscal@uw.edu](mailto:tacfiscal@uw.edu) prior to making travel arrangements.

### 4. Approval Signatures

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
**Vice Chancellor/Dean or Approved Delegate:**  
 Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_