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**Pre-Trip Approval Form**

All non-faculty department personnel (or faculty traveling on another Principal Investigator’s funding) traveling out-of-state on UW business must receive travel approval from their immediate supervisor or Principal Investigator (PI) prior to their trip. Please see our [UW Travel Services](https://finance.uw.edu/travel/approvals#pretripapproval) webpage for further details.

Students who are traveling internationally are **required** to register their travel with [UW Global Travel](https://www.washington.edu/globalaffairs/global-travelers/travelregistry/).

Traveler Name/Position Title:

Funding Source for Travel Expenses (referred to as work tags):

Dates of Travel:

Destination:

Purpose of Trip/Name of Conference or Event:

Will Any Personal Travel Time be Taken While on this Trip? Y/N:

If Yes, Dates of Personal Time:

Projected Expenses of Trip:

* Airfare:
* Conference/ Event Registration:
* Lodging:
* Ground Transportation:
* Meals:
* Other:

If traveling on grant funding, the PI must provide a statement (2-3 sentences) specifying the benefit of this travel to the project:

**Authorized Person:** (traveler’s supervisor or PI)

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Name/ Title Date