

## Pre-Trip Approval Form

All non-faculty personnel 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](#) webpage for further details.

For the duration of the SoM travel freeze or until further notice, department administrator approval is also required. Once completed, please email this form to Angie Mullen ([steuerma@uw.edu](mailto:steuerma@uw.edu)) and cc Maddy Anderson ([mra29@uw.edu](mailto:mra29@uw.edu)) for final department administrator approval.

All students and UW employees who are traveling internationally are **required** to register their travel with [UW Global Travel](#).

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:

### PI or Supervisor Authorization:

---

Name/ Title

Signature

Date

### Department Administrator Authorization:

---

Name/ Title

Signature

Date