



Request for Travel Funds (Faculty Use)

A hard copy submission to the Chair is required. Digital copies are not accepted. Please be aware that the Department does not typically have enough funds to support the full cost of professional travel.

Warning: Travel reimbursement requests must be submitted no later than 45 days from the end of your business trip.

Information		
Name:		
Destination:	Dates of Travel:	
Purpose of Travel (<i>When relevant, specify the organization or type of conference, workshop, meeting, etc., and indicate the exact nature of your participation, including specific paper or panel titles</i>):		
Estimated Costs		
Airfare: http://f2.washington.edu/fm/travel/airfare	<input type="checkbox"/> round trip flight <input type="checkbox"/> state contract	Amount: _____
Lodging: https://www.gsa.gov/ (see Per Diem Lookup)		Amount: _____
Per diem (Please use state per diem rates): https://www.gsa.gov/ (see Per Diem Lookup)		Amount: _____
Other Costs:	<input type="checkbox"/> conference registration	Amount: _____
	<input type="checkbox"/> ground transportation	Amount: _____
	<input type="checkbox"/> other (please specify):	Amount: _____
		TOTAL: _____
AMOUNT REQUESTED (<i>If different from total</i>): _____		
Confirm and Sign		
Are you receiving funding from any other source?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, how much and from where?	Source: Amount:	
DATE: _____	YOUR SIGNATURE:	

FOR OFFICE USE ONLY	
Total Amount Approved: _____	
Date: _____	Chair's Signature: _____
Fund to allocate from: _____	