

Request for Travel Funds

Submit this completed form via email to Chan Lü (chanlu@uw.edu), Chair of the Department of Languages & Literature, with the main Department of Asian Languages & Literature office email (asianll@uw.edu) included on the email. Upon Please follow the guidelines [and submit your reimbursement to AST](#).

Information		
Name:		Date:
Destination:		Dates of Travel:
Purpose of Travel (<i>specify the organization or type of conference, workshop, meeting, etc., and indicate the exact nature of your participation, including paper or panel titles</i>):		
Estimated Costs		
Airfare (<i>review UW Travel Services guidance at https://finance.uw.edu/travel/airfare</i>):		Amount:
Lodging (<i>review UW Travel Services guidance at https://finance.uw.edu/travel/lodging</i>):		Amount:
Per diem (<i>review UW Travel Services guidance at https://finance.uw.edu/travel/perdiem</i>):		Amount:
Other costs:	<input type="checkbox"/> conference registration	Amount:
	<input type="checkbox"/> ground transportation	Amount:
	<input type="checkbox"/> other:	Amount:
Total:		
Amount requested (<i>if different from total</i>):		
Additional Details		
Personal time (<i>put N/A if no personal time is being taken</i>):		Dates: Location:
Additional funding (<i>put N/A if no additional funding is being used</i>):		Source: Amount:

- Reimbursement for lodging expenses requires an **itemized receipt** or **hotel folio** listing nightly rates, taxes, and fees. This is provided at the conclusion of your stay, and is different from the reservation confirmation.
- Per diem rates are for planning purposes only. The Department of Asian Languages & Literature reimburses travelers for meals based on receipts. **Please save all of your meal receipts for reimbursement.**
- Please review UW Travel Services guidance on personal time at <https://finance.uw.edu/travel/personal>. **Prepare comparison airfare at the time of booking flights.**
- Please review Department Travel Policy on faculty travel.