

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. Please follow the guidelines [and submit your reimbursement to AST](#).

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