

Request for Travel Funds

Submit this completed form via email to Zev Handel (zhandel@uw.edu), Chair of the Department of Languages & Literature, with the Department Administrator (asianlladmin@uw.edu) and the Department Assistant (asianll@uw.edu) included on the email.¹

| 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 ² (<i>review UW Travel Services guidance at https://finance.uw.edu/travel/airfare</i>): | Amount: | |
| Lodging ³ (<i>review UW Travel Services guidance at https://finance.uw.edu/travel/lodging</i>): | Amount: | |
| Per diem ⁴ (<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 ⁵ (<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: | |

1. Please be aware that the Department does not typically have enough funds to support the full cost of professional travel. Travel reimbursement requests and accompanying documentation must be submitted to asianll@uw.edu no later than **90 days** from the end of your business trip.
2. Graduate students must return to Seattle after funded travel during quarters in which they are enrolled.
3. 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.
4. 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.**
5. 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.**