



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: _____
Hotel costs: http://www.gsa.gov/portal/category/104711		Amount: _____
Per diem (<i>Please use state per diem rates</i>): http://www.gsa.gov/portal/category/104711		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: _____	