

# Executive Office Travel Approval Request Form

All out-of-state travel by UW employees for UW business requires prior approval from the traveler's unit head. The following expenses require advanced approval from your Vice Provost:

- Airfare and rail upgrades greater than \$75
- Lodging exceeding the allowable lodging per diem rate

## Traveler Details

Name						
Unit						
Telephone						
Email						
UW Box #						
UW Guest		Yes		No	Guest Honorarium? If included, amount	

## Trip Details

Destination						
Departure Date						
Return Date						
Does this trip include personal time?		Yes		No		
If yes, provide dates and destination						
Purpose of the trip						

## Budget Details

Budget Number(s)	

## Travel Cost Estimates

Registration		Ground Transportation – Taxi, uber, bus, train	
Airfare		Car Rental	
Lodging		Personal vehicle mileage	
Meals		Other	
<b>Total Estimated Cost</b>			

## Approval

\_\_\_\_\_  
**Unit Approver**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization Approver/Designee**

\_\_\_\_\_  
**Date**

Once your Unit Approver and Organization Approver has approved your Travel Approval Form, please send it to the [Executive Office Shared Services \(EOSS\)](#) team. You can now begin making travel arrangements. EOSS can help you pay for airfare and your registration. All other expenses are reimbursed once you return from your trip. If you have any questions, please contact [EOSS](#) or visit our [website](#).

### Recommended Travel Agency

*Tangerine Travel*

Regina Morris  
Email: [Regina@tangerinetravel.com](mailto:Regina@tangerinetravel.com)

Sue Buchman-Wiita  
Email: [Sue@tangerinetravel.com](mailto:Sue@tangerinetravel.com)

Phone: 800-678-8202 | 425-822-2333