

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	
Total Estimated Cost			

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

Sue Buchman-Wiita
Email: Sue@tangerinetravel.com

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