

UW Medicine Pathology

Request for Travel and Estimated Expenses

Traveler Information			
Traveler Name:		U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone:	Email:	Box #:	
Submitted By: (if different than above)		Today's Date:	
Phone:	Email:	Box #:	
Airfare			
<input type="checkbox"/> I would like the Department to purchase my airfare. Arrangements have been made with:			
<input type="checkbox"/> I will pay for airfare and would like reimbursement. My receipt will be forwarded later.			
<input type="checkbox"/> I have paid for airfare and my receipt is attached.			
<input type="checkbox"/> I have paid for airfare and would like reimbursement before my trip.			
Registration: Attach Copy of Registration Form <small>(Should include breakdown of costs: meals, lodging, etc. If not please include copy of agenda.)</small>			
<input type="checkbox"/> I would like the Department to pay for Registration in advance. My registration form is attached.			
<input type="checkbox"/> I paid for registration and would like reimbursement. My receipt is attached.			
<input type="checkbox"/> I have paid for registration and would like reimbursement before my trip.			
<input type="checkbox"/> Does Registration include meals? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please specify meals and dates in the space provided here:)			
Travel Details (do not abbreviate)		Estimate Your Expenses	
Conference Name:		Registration:	
Conference Website:		Airfare:	
Dates:		Lodging:	
Location:		Meals:	
Benefit to the University Mission:		Rental Car:	
		Parking:	
		Mileage:	
		Taxi/Shuttle:	
		Other _____:	
		TOTAL:	
Budget Information			
Primary Budget Name:	%	Primary Budget #:	PO#:
Secondary Budget Name:	%	Secondary Budget #:	PO#:
Approval			
Faculty/ Supervisor Signature:		Print Name:	Date:
Budget/ Fiscal Mngr Signature:		Print Name:	Date:
Traveler Signature:		Print Name:	Date:

Please submit a completed *Request For Travel & Estimated Expenses* form, including supporting documentation, to the appropriate Budget Manager: