Central Washington University

Travel Authorization Form

1. Traveler _____ **Address** _____	**2. Department:** _____	**3. TA#** _____
4. Trip - From: _____ **To:**	**5. Date of Departure** _____ **Date of Return**	**Est Time** _____ **Est Time**

6. Purpose Of Trip And How It Relates To The Employee's Work Assignment (If presenting/participating at conference attach copy of invitation.)

Attending: ☐ Conference ☐ Seminar ☐ Training ☐ Other

Related to: ☐ Scholarship/Research ☐ Service ☐ Teaching

Purpose/Relation to Work Assignment: _____

7. Expected Benefits & Statement Of Whether An Alternative Approach Could Have Achieved The Same Result _____

8. Registration (Attach a copy of meeting announcement, conference schedule, or registration)

Registration to be paid with (please check one): Procard ☐ Personal Funds ☐ PO ☐ $ _____

Number of meals paid as part of registration fee*: Breakfast ____ Lunch _____ Dinner _____

*Meals provided by registrations cannot be claimed on a travel expense voucher or requested on a travel advance.

9. Estimated Travel Expenses

Air	$ _____
Rental Car	
Private/state car (miles x rate) =	
Meals ____ days @ $ _____ =	
Lodging _____ days @ $_____=	
Misc. expenses_____	
Foreign Liability Coverage_____ (Call BS&C for rates X2335)	
Grand Total Estimated Expenses (Section 8 & 9)	$

10. Charge to:

Faculty Development Funds $ _____ _____ _____

(Faculty Member Signature) **(Academic Finance Manager Signature)**

Principal Budget Administrator Signature:

University Funding

Project ID _____	$ _____	_____
Project ID _____	$ _____	_____
Project ID _____	$ _____	_____

No Funding Requested (Faculty Member Signature) _____

University funds to be reimbursed by:

11. Authorized Signatures

Traveler - advance requested ☐ (attached)

_____
Traveler Signature

Department approval

_____
Department Head/Chair

13. U.S. Citizen

Is the payee or beneficiary of the payment U.S. Citizen or a U.S. Permanent resident Alien? **Yes** ☐ **No** ☐

(If "No", see the Non-Resident Alien Tax Compliance Manual)

☐ Maximum lodging exception (circle at least one if it applies)(See section 5 of Travel Guide for complete descriptions):

- ☐ a. Assigned to accompany an elected official/foreign dignitary
- ☐ b. Costs have temporarily escalated during a special event or disaster.
- ☐ c. Affordable lodging is not available and the savings achieved from staying at a distant site is consumed by transportations costs.
- ☐ d. Maximum benefit achieved through business interaction at lodging facility where event is held.
- ☐ e. To comply with provisions of the ADA or when the health and safety of the traveler is at risk.
- ☐ f. When meeting room is necessary and it's more economical to acquire a suite rather than a meeting room and a room for lodging.

☐ Prior approval for car rental

☐ Exception to 50 mile rule

Transportation authorization (Air/bus/rail)

_____
Dean's Signature/PBA (Initial next to applicable boxes)

_____
Provost or Vice President

Prior approval for travel outside the continental U.S.

Please forward signed copy of original to Business Services and Contracts MS 7474

_____
PRESIDENT