



Pre-Trip Approval

- This form applies to ALL Urban Design and Planning faculty, staff, students or guests in travel status conducting UW businesses.
- It will be attached to the travel documentation and available for audit. No traveler may approve his or her own travel.
- Ensure this form is fully signed off on PRIOR to actual travel. Submit this form along with your travel reimbursement within ONE MONTH of completing travel.

Name of Traveler: _____

Traveler's Destination: _____

Dates of Travel: _____

Budget number (s): _____

Purpose of Trip, including how travel relates to your work & a brief description of expected benefits:

Anticipated cost: \$ _____

Special Circumstances (if any):

Traveler's Name/Signature/Date: _____

Supervisor's Name/Signature/Date: _____

Department Chair's Name/Signature/Date: _____