



BOTHELL

REQUEST/APPROVAL FOR TRAVEL FUNDING

Name:

Date:

Department:

Budget Number(s):

Destination:

Travel Dates:

Reason for Travel Funding: Must include purpose of the trip and how it relates to the employee's work achievement; a description of the expected benefits; and a statement of whether an alternative approach could have achieved the same results. If the purpose is to attend a conference, please state name of conference and attach copy of letter of acceptance. Include travel documentation if available.

FUNDING:

Requested

Approved

Estimated airfare:

Per diem (meals & lodging):

Other travel expenses:

Registration fees:

Total request:

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_____ Date: _____