

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

- Overview
- Policy
- Procedures
- Forms
- Additional Information
- Contact Information

TRAVEL REQUEST AND APPROVAL

4.1

REV 05/05

Finance and Administration

425.352.5235

OVERVIEW

State of Washington accounting regulations, UW Policy, and most grant regulations require prior written approval for all in-state and out-of-state travel.

POLICY

State of Washington accounting regulations require prior written approval for all out-of-state travel, regardless of funding source. For the purposes of prior approval, out-of-state is defined as any travel destination outside of Washington, Oregon, or Idaho. Grant funded travel does not need advance written approval if the travel was specifically budgeted for in the grant proposal, and the travel was approved by the sponsor.


For all travel requiring prior approval, the UWB [travel authorization approval form](#) must be completed prior to making any travel arrangements. The form is completed by the traveler or administrative support person in the department, and forwarded to the appropriate Program Director or Vice Chancellor for approval.

PROCEDURES

Before making any travel arrangements the traveler or the department's administrative support person should download and complete the UWB [travel authorization approval form](#). The form may be completed online and printed or printed and completed by hand. All fields are required. Please avoid using acronyms. The traveler and the traveler's supervisor must sign the travel authorization approval form. Once all approvals are in place, travel may be scheduled.

FORMS

Travel Authorization Approval Form:
myuwb.edu/storage/305



Travel Expense Voucher:

<http://www.washington.edu/admin/travel/forms.html>

ADDITIONAL INFORMATION

University of Washington Travel Policy:

<http://www.washington.edu/admin/travel/>

CONTACT INFORMATION

[UWB Travel Coordinator](#) – 425-352-5235