

PRE-TRAVEL WORKSHEET / REQUEST

(This form is not needed if you possess a UW Corporate VISA CARD)

DATE: _____ CTA#’s: Leave blank _____

Traveler: _____ Title: _____

Campus Phone # _____ Email: _____

Budget #: _____ Budget Name: _____

Departure Date: _____ Return Date: _____

Destination(s): _____

Purpose of Trip (If conference, workshop, meeting, etc., give title, **dates** & location):

CHECK BOX NEXT TO THE ITEMS YOU NEED:

Airfare (for non UW VISA Corp Card holders only) Ticket Price: \$ _____

Agency Name: Must be a contract agency _____ Phone#: _____ Agent _____
: _____

Per Diem Advance (Only available if you DO NOT possess a UW Corporate VISA Card, minimum request is \$300, requestor must be on UW Payroll)

Payment For Registration Fee (*You must attach completed registration form and include documentation on what is included in the conference fee*)

- NOTE:** 1. If airfare rate is not a state contract fare, state type of fare and give a justification below.
2. UW Travel Office requires a minimum of 10 working days to issue a Per Diem Advance.

Other helpful comments/details regarding trip:

Please estimate the **TOTAL** cost of all expenses related to this trip: \$ _____

• **AUTHORIZATION** (Principal Investigator): _____ **DATE:** _____

Submit this form to your Fisheries travel coordinator: **Robin Weigel**
116D Fishery Sciences, Box 355020
email: rweigel@u.washington.edu