

## Enhanced Monitoring Travel Pre-Authorization Form

All UW Tacoma related travel that requires an overnight stay or a conference registration fee requires written approval from an authorized designee (e.g., VC or Dean). If requesting reimbursement or use of the Central Travel Account (CTA) for payment, please include an approved copy of this form with your submission.

### 1. Traveler Information

<b>Name</b>	<b>Phone number</b>	<b>Email</b>
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### 2. Travel Details (*Attach all relevant materials including brochures, registration forms, agenda, hotel justification, etc.*)

<b>Reason for travel:</b> Attending a conference <input type="checkbox"/> Professional development <input type="checkbox"/> Retreat/off-site <input type="checkbox"/> Other <input type="checkbox"/>		
<b>NOTE:</b> Under Enhanced Monitoring, conference travel shall be limited to those who are presenting at the event and/or hold a leadership role within the hosting organization. To ensure timely processing of authorization, attach all relevant supporting documentation (e.g., conference itinerary featuring traveler's presentation, website link to board members featuring traveler, etc.).		
<b>Conference/Event/Meeting name</b>		
<b>Destination (City, State)</b>	<b>Dates of trip</b>	<b>Personal time taken:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>NOTE:</b> Any International travel outside of the United States must register with the University of Washington Office of Global Affairs. For detailed information, visit: <a href="https://www.washington.edu/globalaffairs/global-travelers/travelregistry/">https://www.washington.edu/globalaffairs/global-travelers/travelregistry/</a>		
<b>Trip Purpose:</b> Include how the trip relates to the employee's work or the student's educational experience for professional development or academic achievement. Please include the relationship to the budget charged, and a description of the expected benefits to UW Tacoma.		
<b>Budget name</b>		<b>Budget number</b>
<b>Estimated Costs</b> <i>Estimated Per Diem</i> <i>Estimated Airfare</i> Hotel Expense Conference Fee Other Transportation Costs Other Costs (please itemize)  Total estimated costs	If any portion of your travel is to be reimbursed using two budgets, through an outside source or other, please explain:	

### 3. Travel Arrangements

- Check here if you wish to have the airfare charged to the CTA. This is only applicable to employees who do not have UW Individual Travel Cards. If you need to use the CTA, please contact Angela Jones ([ajones77@uw.edu](mailto:ajones77@uw.edu)) or Bob Hardie ([bhardie@uw.edu](mailto:bhardie@uw.edu)) prior to making travel arrangements/reservations.

### 4. Approval Signatures

**Traveler:**  
 Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Vice Chancellor/Dean or Approved Delegate:**  
 Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_