

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

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

Reason for travel: Attending a conference <input type="checkbox"/> Professional development <input type="checkbox"/> Retreat/off-site <input type="checkbox"/> Other <input type="checkbox"/>		
NOTE: Under Enhanced Monitoring, conference travel is permitted for professional development, session presenters, leaders in hosting organizations, those traveling on external or grant funding, and required (e.g. accreditation) attendance. To ensure timely processing of authorization, attach all relevant supporting documentation and provide detailed justification of the Trip Purpose.		
Conference/Event/Meeting name		
Destination (City, State)	Dates of trip	Personal time taken: Yes <input type="checkbox"/> No <input type="checkbox"/>
NOTE: Any International travel outside of the United States must register with the University of Washington Office of Global Affairs. For detailed information, visit: https://www.washington.edu/globalaffairs/global-travelers/travelregistry/		
Trip Purpose: 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.		
Budget name		Budget number
Estimated Costs <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 uwtcta@uw.edu prior to making travel arrangements.

4. Approval Signatures

Traveler:
 Signature _____ Print Name _____ Date _____

Vice Chancellor/Dean or Approved Delegate:
 Signature _____ Print Name _____ Date _____
 Title _____