



REQUEST FOR TRAVEL: PRE-APPROVAL

In accordance with Department of History policy, approval for all faculty is required in advance from the Department Chair for all travel that will be charged to any UW budget. Once completed, submit this form to the Administrator, Joshua Apfel (joshito@uw.edu).

Form with fields: Today's Date, Name of Traveler, Conference/Meeting Name, Travel Dates (Depart/Return), Location, Mode of Transportation (Air/Vehicle/Other), Purpose of Travel, Budget(s) to be Charged (Annual North American Conference Airfare), Comments.

Use this grid to estimate your expected travel expenses for your trip:

Grid for estimating travel expenses: Airfare/Ground Transportation, Lodging, Per Diem, Personal Vehicle Mileage/Car Rental, Registration Fee, Other (please specify), TOTAL REQUESTED.

Approval fields: Chair's Approval, Date.