



Travel Approval Form

Department of Sociology

University of Washington
211 Savery Hall, Box 353340

Form should be completed for any travel during periods you are scheduled to teach or if you are requesting reimbursement. Submit completed form to Jan Clarke.

Date	
Name of traveler	

Conference/meeting name/Purpose of Trip				
Meeting Participation				
Location				
Travel dates	Depart		Return	
Mode of transportation	Air <input type="checkbox"/>	Vehicle <input type="checkbox"/>	Other <input type="checkbox"/>	
Purpose of travel				
Additional Info/Comments				

Amount of support requested	
Funding source (e.g., department, grant, RCR, another department, etc.)	
Air or other fare	
Personal vehicle mileage (point to point)	
Lodging	
Conference registration fee	
Other	
TOTAL REQUESTED	

Total estimated out of pocket expenses	
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Approval (Department Chair)	
Date	

REMINDER: Do not book flights through online vendors such as Expedia, Travelocity, etc. Go directly to the airline website or use the UW contracted online travel agent, Azumano.

For more information, see the Travel website: <http://www.washington.edu/admin/finserv/travel/> or talk to Michele or Jan.