

Pre-authorization for Travel & Purchase

Complete this form and obtain approval before purchases. Failure to fill out this form prior to the expense being incurred may potentially result in denial of reimbursement. Approval request must be at least three days prior to purchase.

*Send this form to your faculty advisor for approval/signature. Faculty advisor signs and sends to Kelly Foong (kellyn@uw.edu).

Event Date: Month Day Year	Faculty advisor name & email address:	Capstone/Student group Name: (Leave blank if not applicable)
Your name:	Your email address:	
Approval amount requested: (Estimate of cost)		

PURCHASE

Travel items:

- ☐ Airfare
- ☐ Airbnb / hotel
- ☐ Rideshares/taxi
- ☐ Meals
- ☐ Registration fees
- ☐ Other travel items:

*** Please note that all items must be at or below the per diem. The department regardless of budget will only reimburse up to per diem amount. See the website for the per diem: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results>**

Other purchases:

*** Please attach information about the item and link to the suggested place of purchase. If you plan to buy more than one item, please attach a budget outline.*Any additional item(s) that is not included in the budget outline will not be reimbursed.**

Purpose of the item(s) (ex: for Travel, for Capstone)	If traveling, Provide the conference website & name:
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APPROVAL

Sponsoring Faculty Name & Signature		Date
Name of Department Approving Official	Signature of Department approver	Date
Company: 1861	Work Tag:	Approved amount:

*Students Faculty Advisor or for student groups, please send to INFORMS/Chaoyue, HFES/Ji-Eun. Capstone, IISE & APM/Patty