UW CEAS Travel Request

Name:
Destination:
Travel Dates:
Purpose of Travel:

Funding Source:

Mode of Transportation:

UW Fleet Vehicle
Personal Vehicle (include plate #)
Commercial Airline
Rental Vehicle
Other

Estimated Expenses **Must be completed before travel is Authorized**

Transportation
Lodging
Meals
Other

Authorized Faculty/Dept Head/Dean

Pcard Expenses

Description	Amount

Actual Expense

Date	To	From	Lodging to be reimbursed	M&IE	Breakfast	Lunch	Dinner	Mileage	Other