



JOINT INSTITUTE FOR THE STUDY OF THE ATMOSPHERE & OCEAN
UNIVERSITY OF WASHINGTON

TRAVEL REQUEST FORM

1 Including personal travel involving flights, a comparison airfare must be calculated PRIOR to travel by several methods: self, travel agent, or JISAO travel coordinators.—

1 International flights on NOAA-funded budgets involving foreign carriers require submission to NOAA for approval. The estimated time line for this is one month. Adhering to Fly America Act regulations is required for all other federally funded projects, but prior approval is not required.

Today's Date:

Budget Number:

Budget Name:

Name of Traveler:

Dates of Travel: From: To:

Destination:

Purpose of Trip:

For any cruise, include project code and vessel name. Indicate vessel ownership.

Will you be presenting? Yes: No:

Adding personal travel?

See 1 above and add dates in Purpose of Trip section.

Estimated Travel Costs:

Registration Fee

Airfare¹ above

Lodging²

Per Diem

Other³ (describe)

I request pre-approval for lodging expenses that might require an exception to the per diem allowance

UW PI/Budget Authority Name (print): _____ Email approval see item 4 below.

UW PI/Budget Authority Signature: _____

JISAO Administrator Signature: _____

NOTES: Please provide all information above and obtain the signature of the UW PI/Budget Authority. Attach any and all relevant documents. If you don't know the budget #, please ask your supervisor. If s/he is unsure, contact Fred Averick faverick@uw.edu

²Lodging greater than per diem allowance must have comparison and/or justification provided PRIOR to travel.

³ Other includes rental car, parking, mileage, car service, rail, and fees for visa, passport, medical and baggage.

⁴ Email approval requires traveler to state budget number in the text as well as destination and overall expense estimate.