

Date	
Name of Faculty	

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

Anticipated Expenditures	
Air or other fare	
Personal vehicle mileage (point to point)	
Lodging	
Conference registration fee	
Other	
TOTAL	

Approval (Department Chair)	
Date	

REMINDER: Do not book flights through online vendors such as Expedia, Travelocity. Contact the Chemistry Purchasing and Accounting Office for more information, or see the Travel Office website. <http://www.washington.edu/admin/finserv/travel//>