

Directions: Please submit the completed form and supporting material to [Hong Sze](#) in the Purchasing and Accounting Office, or [email to hongsze@uw.edu](mailto:hongsze@uw.edu).

CTA No 1:	
CTA No 2:	
CTA No 3:	

Vendor Name and Contact Info		Confirmation #:
Approval: OK to leave blank if pre-approval was obtained.		Date:
Trip Information		
Traveler Name, DOB, Cell & Email		
Destination:		
Purpose:		
Departure Flight (Date & Time):		
Return Flight (Date & Time):		
Items	Amount	
1. Airfare Fee		
2. Agent Fee		
3. Hotel (guests only)		
4. Ground Transportation		
5. Other (as needed)		
TOTAL AMOUNT:		

Budget/ Project Name:	
Budget/ Project Number:	
Requested by:	
Phone/Email:	