Travel Funding Request Form

Please fill out the form below and submit to cahnrs.deans@wsu.edu for review by Dr. Gordillo. Requests need to be submitted at least 2 weeks prior to travel.

Traveler:	Start Date:
WSU ID#:	End Date:
Mailing Address:	Start Time of Travel:
City, State, Zip code:	End Time of Travel:

Purpose of Trip, and how does it contribute to CAHNRS For All and Access, Opportunity, & Belonging

Travel Destination:

Meals (Check the boxes only for meals that you are requesting reimbursement for). All meals will be reimbursed at the per diem rate of the city where traveler spent the night if applicable (no need to provide meal receipts). If trip is not an overnight stay, traveler must be in travel status for 11 hours in order to be reimbursed for a meal.

Date	Location Start of day	Location End if day	Breakfast	Lunch	Dinner
01/01/2022	Pullman, WA	Washington, DC			
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

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Mileage (Enter only milage that you are requesting reimbursement for while traveling in your **personal** vehicle, follow the example below.)

Date	Starting Location	Ending Location	Point-to-Point Mileage
01/01/2022	Pullman, WA	Spokane, WA	76

Other Expenses (Enter only those items that you are requesting reimbursement for.)

☐ Airfare Ticket, Estimate:

☐ Conference Registration, Estimate:

☐ Rental Car, Estimate:

☐ Lodging, Estimate:
(If lodging exceeds allowance – identify the appropriate exception rule below (not including tax) Please attach scanned receipt if you have booked a hotel and seek reimbursement by Dr. Gordillo.)

1 – Disaster Area

2 – Accommodations Not Available

3 – Business Interaction Required

4 – Must Accompany Another

5 – To Comply with ADA

6 – Meeting Room Required

☐ 7 - Other, please explain

If receipts are not available, please include a signed "Receipt Affidavit" form for **each** missing receipt. Reproduced copies of receipts are not acceptable. All lodging, conference registration, and airfare ticket receipts must indicate a zero-balance owed or show that the transaction actually "hit" the credit card. If neither of these are available, a "Receipt Affidavit" form must be included.

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Additional Travel Details

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