

**School of Electrical Engineering and Computer Science
PRE-TRAVEL REQUEST**

Today's Date: _____ WSU ID: _____ Travel Authority: _____ Budg/Proj: _____

Traveler's Name/Title _____ Home Address: _____ DOB: _____

US Citizen: Yes No Visa Type _____ Phone: _____ Email: _____

Date(s) of Travel: _____ Destination: _____

Purpose of Travel: _____

Scheduled Classes during your travel: _____ How are they covered: _____

Registration Fee: (If applicable - attach registration materials): _____

Registration Fee to be paid directly by EECS? Yes No

Travel Advance? Yes No If Yes, How Much? _____

To see if you qualify for travel advance go to:
<https://travel.wsu.edu/general-information-of-travel-advance/>

Preferred Mode of Transportation:

Airfare to be directly billed to EECS? Yes No

Preferred Airline: _____ If participating in foreign travel, please ensure you are following the Fly America Act below:
<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Motor Pool Vehicle: Yes No Vehicle Type: _____ Pickup Date & Time: _____

Return Date & Time: _____

Private Vehicle: Yes No If Yes, Why? _____

Rental Vehicle: Yes No What Dates? _____

Bus: Yes No Preferred Route: _____

Accommodations: EECS personnel cannot make room reservations on behalf of WSU employees. All travelers must provide hotel name, location, and pre-tax nightly room rate.

Hotel/Location _____ Nightly Room Rate: _____

Estimated Cost/Additional Information _____

Faculty/PI Signature: _____ Date _____ Print Name: _____

***My signature certifies that there are sufficient funds in the listed account to cover this travel.**

Expenditure Authority Signature: _____ Date _____ Print Name: _____

Lodging Exceptions: If your hotel exceeds the per-diem for your chosen location, you will need to provide a lodging exception to justify the cost. If your hotel exceeds 150% of your per-diem rate, you will need an exception to justify and a 17A account for the excess cost. Please see link below to review rules.

<https://policies.wsu.edu/prf/index/manuals/95-00-travel/95-06-meals-lodging/>

Don't make travel arrangements until you've received confirmation that your pre-travel has been approved.

After completing this form, obtain your faculty/PI approval. Send completed form to eccs.purchasing@wsu.edu or bring to Alyssa in EME 102

Please note all receipts and travel documents must be submitted within 60 days after trip in order to not be considered taxable income.