

Voiland College of Engineering and Architecture  
PRE-TRAVEL REQUEST - PDF .pdf

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

Traveler's Name: \_\_\_\_\_ Home Address: \_\_\_\_\_ DOB: \_\_\_\_\_  
*(If you are flying, please list your name as it appears on the identification you use at the airport (usually passport or driver's license)).*

Traveler's Title: \_\_\_\_\_ 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): \_\_\_\_\_

Fee to be paid directly by CEA?  Yes  No

Travel Advance?  Yes  No If Yes, How Much? \_\_\_\_\_

Preferred Mode of Transportation: (Please attach preferred flight itinerary)

Airfare to be directly billed to CEA?  Yes  No

CEA to arrange:  Yes  No Already contacted agent?  Yes  No Agent's Name: \_\_\_\_\_

Airline: \_\_\_\_\_ Freq. Flyer Acct: \_\_\_\_\_ Travel Agency: \_\_\_\_\_

Motor Pool Vehicle:  Yes  No Vehicle Type: \_\_\_\_\_ Pickup Date & Time: \_\_\_\_\_  
Return Date & Time: \_\_\_\_\_

Private Vehicle:  Yes  No If Yes, Why? \_\_\_\_\_

Rental Car:  Yes  No What Dates? \_\_\_\_\_

Bus:  Yes  No Preferred Route: \_\_\_\_\_

Accommodations: **Center personnel cannot make room reservations on your behalf. Please make the arrangements yourself but provide the name of the hotel where you will be staying. Airbnb is not allowed per WSU regulations.**  
Hotel: \_\_\_\_\_

Additional Information/Estimated Cost: \_\_\_\_\_

\*Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_ Type Name: \_\_\_\_\_

\*Expenditure Authority Signature: \_\_\_\_\_ Date \_\_\_\_\_ Type Name: \_\_\_\_\_

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

After completing this form, please print and obtain your departmental authorization.

Please allow up to 7 days for TA's to be processed.  
Scan/email completed form to Travel@vcea.wsu.edu OR Bring/mail printed form to Dana Hall 152, Zip 2718, Voiland Business Center.