



The University of Washington and Washington State require pre-approval for any business related travel of all faculty, fellows and staff.

To: Department of Pediatrics Leadership

Traveler Information:

Legal Name:

E-mail:

Division:

This Memo is to request pre-approval for:

International Trip:

Personal Time:

Per Diem Exception:

Travel Information:

Purpose of Travel/Benefit to Department of Pediatrics:

Destination:

Start Date:

End Date:

Total Estimate Cost:

Personal Time Start:

Personal Time End:

Budget Number:

Authorization(s):

Traveler Signature:

Division Signature:

Chair Signature (International):

Director/Assoc Director (Personal Time/Per Diem):

Please send completed forms to PedsTravel@seattlechildrens.org