**Department of Political Science**

**TRAVEL REIMBURSEMENT REQUEST FORM**

University-wide EU GDPR Privacy Notice for Ariba Submissions for Individuals can be found at <https://www.washington.edu/privacy/notices/reimbursements/>

**NOTE: Attach original receipts to this request form**.

***NAME OF TRAVELER:***

***E-mail address for traveler:***

***Budget name (or source of funds):***

***Trip Purpose (i.e., give name, dates & place of conference):***

***Travel Dates & Times (include times left home and arrived back home):***

***Airfare:***

***Hotel:***

***Registration Fee (include registration form):***

***Meals (food allowance):***

***Miscellaneous Expenses (taxi fares, parking, mileage, car rental, etc.):***

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Signature of Traveler Date