



First, Business, Or Any Class Upgrade – Travel Approval
 The Henry M. Jackson School of International Studies
 University of Washington Box 353650

PLEASE TYPE FORM

INSTRUCTIONS: Complete the form below at least *ten* business days in advance of ticket purchase and submit to the Business Office to be forwarded to the Office of the Dean of Arts and Sciences. If you do not know your budget type, please consult the Business Office.

Date: _____

Preparer of this document: _____

Preparer's Email: _____ Telephone: _____

Name of Traveler: _____

Justification for First Class/Business Class/Or Any Travel Upgrade:

Purpose of Travel:

Dates of Travel: _____ To: _____ Destination: To: _____ From: _____

Budget Type: _____ Budget Number: ____ – _____ Amount: _____

Please attach itinerary

Must have appropriate approvals before processing. Please attach approval letter or email from the Dean's Office to the travel paperwork.