

# TREQ User Guide: Pre-Travel Authorization

*This guide will walk you through the step by step process for entering Pre-Travel Authorization into TREQ. If you have any questions, please email [edfiscal@uw.edu](mailto:edfiscal@uw.edu)*



The pre-travel authorization function in TREQ is used to provide details and estimated expenses of the trip, and get approval for upcoming trips from budget managers, Pls, etc.

## Step 1: Enter Basic Trip Details

**Traveler Affiliation**

☒ COE Traveler (Faculty, Staff, Student)  
☐ UW Traveler (Other Unit)  
☐ Non UW Traveler

**Traveler (College of Education)**

Sue Donym

**Destination**

New York City

**Departure Date**      **Return Date**

8/20/2020      8/23/2020

**Business Purpose**

To attend and present at the Lower East Side (LES) Conference in New York City on 8/20/2020-8/23/2020.

- On the first page of the **Pre-Travel Authorization** select the Traveler Affiliation.
- Type in the Traveler name, destination, departure date, and return date.
- In business purpose, please specify how this trip is benefiting UW or, if applicable, the grant.

## Step 2: Enter Estimated Expenses

**Lodging**

- Enter number of nights at lodging
- Look up rate for your destination on [US GSA website](#)
- Enter US GSA Per Diem rate for Lodging (daily limit for your destination and month of travel)
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses
- You must provide receipts for lodging reimbursement
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except [special cases](#)
- Exceptions to Lodging Limit must have a pre-authorizations

**Lodging Nights**

3

**US GSA Per Diem**

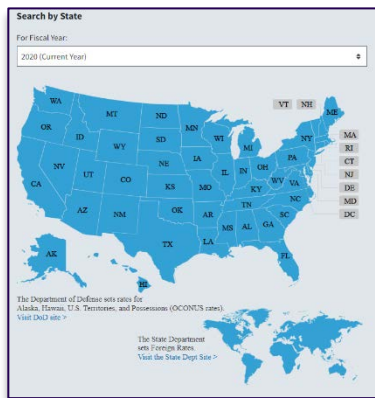
\$

**Lodging Limit**

**Actual Lodging**

\$

- **For lodging** – follow the link in TREQ (highlighted in purple) and search for the location of your trip



- Use the **US GSA Website** to calculate the max lodging limit. Search by City, State or ZIP or by using the map.

**Lodging by month (excluding taxes) | October 2019 - September 2020**

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

Show entries: 10

Primary Destination	County	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
Albany	Albany	\$135	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115
Binghamton	Broome	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Buffalo	Erie	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106
Floral Park / Garden City / Great Neck	Nassau	\$146	\$146	\$146	\$146	\$146	\$146	\$146	\$146	\$146	\$146	\$146	\$146
Glens Falls	Warren	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106
Ithaca	Tompkins	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
Kingston	Ulster	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113
Lake Placid	Essex	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
New York City	Bronx / Kings / New York / Queens / Richmond	\$298	\$298	\$298	\$298	\$298	\$298	\$298	\$298	\$298	\$298	\$298	\$298

Showing 1 to 10 of 20 entries

- Locate the per diem rate in the corresponding month and location. Highlight and copy.

**Lodging**

- Enter number of nights at lodging
- Look up rate for your destination on [US GSA website](#)
- Enter US GSA Per Diem rate for Lodging (daily limit for your destination and month of travel)
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses
- You must provide receipts for lodging reimbursement
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except special cases
- Exceptions to Lodging Limit must have a pre-authorizations

**Lodging Nights**

3

**US GSA Per Diem**

\$ 228

**Lodging Limit**

\$684.00

\$228 × 3 nights

**Actual Lodging**

\$ 650

- Enter the corresponding month's daily Lodging rate into the TREQ "**US GSA Per Diem**" – i.e. for a trip to San Francisco in September 2020 enter \$334
- If you expect to spend more on lodging – enter this total in "**Actual Lodging**"

Show entries: 10

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Albany	Albany	\$61	\$14	\$16	\$26	\$5	\$45.75
Binghamton	Broome	\$61	\$14	\$16	\$26	\$5	\$45.75
Buffalo	Erie	\$66	\$16	\$17	\$28	\$5	\$49.50
Floral Park / Garden City / Great Neck	Nassau	\$71	\$17	\$18	\$31	\$5	\$53.25
Glens Falls	Warren	\$66	\$16	\$17	\$28	\$5	\$49.50
Ithaca	Tompkins	\$66	\$16	\$17	\$28	\$5	\$49.50
Kingston	Ulster	\$66	\$16	\$17	\$28	\$5	\$49.50
Lake Placid	Essex	\$66	\$16	\$17	\$28	\$5	\$49.50
New York City	Bronx / Kings / New York / Queens / Richmond	\$118	\$18	\$19	\$34	\$5	\$57.00

Showing 1 to 10 of 20 entries

- **For Meals** – Return to the US GSA Website to find meal per diem. Highlight and copy the amount found under **M&IE Total**

**Meals & Incidentals**

- Enter number of days of travel
- Look up rate for your destination on [US GSA website](#)
- Enter US GSA Per Diem rate for Meals (M&IE Total)
- You will be reimbursed the Meals Total amount (per diem × days)
- No receipts are needed for meals & incidentals

**Meal Days**  
4

**US GSA Per Diem**  
\$ 76

**Meals Total**  
\$304.00  
\$76 × 4 days

- Enter the ***M&IE Total*** in “***US GSA Per Diem***” in TREQ

**Other Items**

Qty	Item	URL	Amount	Line Total
1	Airfare		600.00	\$600.00
1	Registration		500.00	\$500.00
1	Car Service		250.00	\$250.00
1	Car Rental		0.00	0.00
1	Mileage		0.00	0.00

+ Item

- **All other expense estimates** are entered in the table – common expenses are listed for you. Leave unused expenses as \$0 if they are not needed.
- You can add other expenses by clicking on the “***+Item***” button
- There is an optional text field to add an URL if desired.

### Step 3: Upload Supporting Documents

**Upload Attachments**

Create folder in OneDrive named

TREQ001109 Copy

Open OneDrive Folder  
OneDrive Folder

After you have added any required material to your OneDrive project folder, click “Done Uploading” to proceed.

- Click on the grey “Copy” button to copy the unique TREQ Number i.e. **TREQ000192**
- Click on “***Open OneDrive Folder***”

**Create a folder** ✕

TREQ001109

Create

- Create a *new folder* with the title of the unique TREQ Number

og\_coe\_fiscal  
Private group

Documents > Administrative > Processes > TREQ > Donym, Sue > TREQ001109

Name	Modified	Modified By	Reviewed
Airfare.pdf	A few seconds ago	Justine Zhen	No
Conference Registration.pdf	A few seconds ago	Justine Zhen	No
Hotel Reservation.pdf	A few seconds ago	Justine Zhen	No

- Upload applicable files in the *new* TREQ folder

**Upload Attachments**

Create folder in OneDrive named

TREQ001109 Copy

Open OneDrive Folder

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

- When done, go back to TREQ and click **"Done Uploading"**

#### Step 4: Enter Budget Information

Budget Number: 06-8911

Name: FACULTY ALLOCATION

Save Cancel

- Type in the **budget number** associated with your trip.

+ Budget

Split: 1500

Split Type: \$ Dollar Amount

- You can split the cost among other budgets by selecting the split type & adding other budgets by clicking **" +Budget"**

BUDGET NUMBER	NAME	PCA CODE
06-8911	FACULTY ALLOCATION	
06-0855	PROFESSIONAL DEVEL CTR	

+ Budget

Add a Note

Finished entering Budgets

Continue

- When done, click **"Continue"**

## Step 5: Review & Submit

**Department Approval**

☒ Send to Department Approver  
☐ Approve this Myself

**Send to Department Approver**

Specify who will provide the initial department approval. This will be a PI, Director, Area Chair, or Dean who has authority over project and the relevant budgets.

Department Approver

Ann O'Doherty

Approver Note

(Optional) Add a note if this project needs additional explanation for the approver.

Submit

Department Approver

Davis Cheung (dacheung) ✓

Approver Note

(Optional) Add a note if this project needs additional explanation for the approver.

Submit

- On the final page **Review** the information you have entered and **submit** – department approvers will automatically populate based on the budget information entered.
- If this pre-populated approver is yourself, you have an option to approve this order at that time.
- If this pre-populated approver is incorrect, you have the option of overwriting the name of the department approver to the person you input.
- If everything looks good, click "**Submit**"

**Pre-Travel Authorization Submission Complete!**

That was  
easy!

Yep!

