Walla Walla University Travel

Confirmation of University-Related or Personal Travel

Please answer the following (check one):

___Yes ___No Is the trip is organized on behalf of a University organization or advertised through the University, including but not limited to: student organizations, religious groups, sport clubs, intercollegiate athletic teams, civic engagement organizations, residence halls, academic or administrative departments.

___Yes ___No Does a University account contributes funds, held money is disbursed through a University account, or employee reports as a tax-deductible expense.

___Yes ___No Will the traveler will earn academic credit or participate in continuing education or a sabbatical related to employment at the University.

___Yes ___No Was the traveler was invited, or is attending as a representative, because the traveler is a student or employee of the University.

If the answer to one or more of the above questions is “yes”, the trip is considered University-sponsored.

___Yes ___No This is personal travel.

Comments __________________________________________________________

________________________________________  ____________________
Traveler      Date

________________________________________
Print Name

Revised 1/24/19