Administrative Forms and Resources

Online Teaching Resources and Recommendations
- [Guidance for moving classes online during the COVID-19 outbreak](https://history.washington.edu)

Faculty Meetings
- [History Department Faculty Meetings](https://history.washington.edu)

Syllabus Attachment
- [Department of History Syllabus Attachment](https://history.washington.edu)

Administrative Forms
- [Fax Cover Sheet](https://history.washington.edu)
- [UPS Shipment Request](https://history.washington.edu)

Fiscal Forms
- [Reimbursement Request](https://history.washington.edu) (Required for all reimbursement requests except for travel)
- [Perjury Statement](https://history.washington.edu) (Required when repeating reimbursement without an acceptable receipt)
- [Guest Speaker Worksheet](https://history.washington.edu) (To help hosts organize visit expenses)

Travel Forms
- [Travel Request](https://history.washington.edu) (Required in order to obtain authorization to make travel arrangements on UW budgets)
- [Travel Reimbursement](https://history.washington.edu) (To be submitted upon return from travel)
- [Travel Reimbursement Reference](https://history.washington.edu) (Refer to this guide before traveling and submitting receipts)

Forms Related to Teaching Plans
- [Application for Waiver of Instructional Responsibility (“Research Quarter”)](https://history.washington.edu)

Forms Related to Teaching Assistants and Readers
- [Available via Canvas](https://history.washington.edu)

Safety and Building Evacuation Plans
- [Smith Hall Safety Plan (2019)](https://history.washington.edu)
- [UW Accident Prevention Plan (2018)](https://history.washington.edu)
Open Meetings Training

- Members of groups subject to the Open Public Meetings Act must complete OPMA compliance training no later than 90 days after the date the member assumes his or her duties, and not less than once every four years thereafter. Training is available through the Washington State Office of the Attorney General's website on Open Government Training. It is recommended that you document the training received by printing and retaining the certificate available on the Open Government Training website.

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