Administrative Forms and Resources

History Department COVID-19 Readiness

All personnel are required to review these trainings prior to coming to campus:

- History Department COVID-19 Safety Plan
- COVID-19 return-to-work training for History faculty, staff, and graduate students
- UW campus-wide COVID-19 return-to-work training

All personnel are required to complete a symptoms attestation on any day they work on campus:

- UW Workday Login

All students, faculty and staff who will be working on campus regularly are encouraged to sign up for the voluntary Husky Coronavirus Testing Program to get better access to on-campus and in-home testing, to help the UW track cases on campus, and to better execute contact tracing during outbreaks.

Online Teaching Resources and Recommendations

- Guidance for moving classes online during the COVID-19 outbreak

Faculty Meetings

- History Department Faculty Meetings

Syllabus Attachment

- Department of History Syllabus Attachment

Administrative Forms

- Fax Cover Sheet
- UPS Shipment Request

Fiscal Forms

- Reimbursement Request (Required for all reimbursement requests except for travel)
- Perjury Statement (Required when repeating reimbursement without an acceptable receipt)
- Guest Speaker Worksheet (To help hosts organize visit expenses)

Travel Forms

- Travel Request (Required in order to obtain authorization to make travel arrangements on UW budgets)
• **Travel Reimbursement** (To be submitted upon return from travel)

• **Travel Reimbursement Reference** (Refer to this guide before traveling and submitting receipts)

**Forms Related to Teaching Plans**

• **Application for Waiver of Instructional Responsibility (“Research Quarter”)**

**Forms Related to Teaching Assistants and Readers**

• **Available via Canvas**

**Safety and Building Evacuation Plans**

• **Smith Hall Safety Plan (2019)**

• **UW Accident Prevention Plan (2018)**

**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](https://history.washington.edu/administrative-forms-and-resources). 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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