



October 20, 2016

Chairs and Directors
College of Arts & Sciences

SUBJECT: Annual Approval of Prior Travel Authorization and Exception to
Lodging Allowance

Effective immediately, your unit is granted blanket approval for individuals who must travel outside the state to perform University of Washington business and to claim an exception to the maximum lodging allowance when traveling and conducting official business on behalf of the University of Washington. This approval applies to faculty members, staff members, and students. The out-of-state travel must be consistent with the requirements of their positions, i.e., to perform research, instruction, administrative, or other tasks consistent with job responsibilities. The appropriateness of reimbursable charges must be determined by the person who is authorized to approve travel expenses in your unit.

Previously, approval for out-of-state travel was required on a trip-by-trip basis and was obtained by submitting the form "Request to Approve Travel" from the *Guidelines for Departmental Chairs*. The Washington State Office of Financial Management has determined that the UW may authorize Deans and Vice Presidents to give blanket approval for specific individuals or groups, and by this memo, I am granting such approval to units within the College of Arts and Sciences.

This approval memo should be maintained in your unit and should be available for review or audit.

If desired, units may set up their own internal procedures for monitoring travel, to ensure compliance with the elements described in the first paragraph.

Sincerely

Robert Stacey
Dean

c: Administrators