August 3, 2015

Deans, Chancellors and Vice Provosts

Subject: 2015-2016 Prior Approval for Travel and Exception to Lodging Allowance

Dear Colleagues,

I am writing to acknowledge that Deans, Chancellors and Vice Provosts must travel out-of-state in order to carry out the requirements of their positions. Such out-of-state travel is often to locations where lodging costs exceed the State’s maximum lodging allowance. With that understanding, all Deans, Chancellors and Vice Provosts are hereby authorized to engage in out-of-state travel to the extent necessary to carry out their official duties and to claim an exception to the maximum lodging allowance when traveling and conducting official business on behalf of the University of Washington.

However, please determine carefully, when considering travel, whether your travel is deemed important to achieving the mission of your college, school, campus or administrative unit. Additionally, please consider both the costs entailed with any travel, as well as the possible public perception of that travel. Furthermore, it is important for you to determine appropriate travel expenses for reimbursement regardless of the type of UW funds used to support your travel.

With regard to first/business class airfare, based on University and State travel policy, there are three conditions when it may be considered:

1. Medical and/or disability accommodation; or
2. Unavoidable scheduling conflicts that require a late flight (red-eye) in order to be at a meeting/conference very early the next day; or
3. International flight (one-way, not including domestic connections and layovers) in excess of 14 hours.

Request for first/business class airfare must be approved by the Provost or his/her authorized designee in advance of purchasing airfare. Once approved, when possible and allowable, please use travel miles to upgrade before using UW funds.

The appropriateness of reimbursable charges for individual trips will continue to be determined upon review of travel expense reports by the Office of the Provost. As the delegated authorities for the Office of the Provost, Kim Dinh, Director of Finance and Administration and Cheryl Cameron, Vice Provost for Academic Personnel are both to be
included in the reviewing and approval routing of Deans, Chancellors and Vice Provosts travel expense reimbursement requests.

You should determine within your own units the extent you wish to grant prior approval for travel and exception to lodging allowance to your employees. If you choose to grant blanket approval to personnel within your units, please make sure you retain a copy of that approval for the official records.

Sincerely,

[Signature]

Gerald J. Baldasty
Interim Provost and Executive Vice President
Professor, Department of Communication

cc: Cheryl A. Cameron, Vice Provost for Academic Personnel
    Kim T. Dinh, Director of Finance and Administration, Office of the Provost
    College and Unit Administrators
    UW Travel Office, Box 359557