



September 29, 2010

Deans, Chancellors and Vice Provosts

Subject: 2010-11 Approval of Prior Travel Authorization and Exception to Lodging Allowance

I am writing to reaffirm and 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, while the current restriction on out-of-state travel is still in effect, travel supported by General Operating Fund (GOF) budgets is not allowed. As we recently learned, the state's economy is recovering at a much slower pace than we had hoped and if these economic circumstances continue, we may need to consider extending this restriction to other UW fund sources. Therefore, please determine carefully, when considering traveling, whether your travel is deemed critical to achieving the mission of your college, school, campus or administrative unit.

The appropriateness of reimbursable charges for individual trips will continue to be determined upon review of travel expense vouchers. Executive Vice Provost Doug Wadden and Vice Provost Cheryl Cameron are delegated authority to review and approve Deans, Chancellors and Vice Provosts travel expense vouchers for this office.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Phyllis M. Wise'.

Phyllis M. Wise
Provost and Executive Vice President

c: College and Unit Administrators
UW Travel Office, Box 351117