

BLANKET PRIOR APPROVAL FOR OUT OF STATE TRAVEL AND EXCEPTION  
TO THE MAXIMUM LODGING

July 1, 2015

Pharmacology faculty are hereby given blanket approval to travel outside the State of Washington in connection with their duties. This blanket approval is also granted for these travelers to claim exception to the maximum lodging allowance when the exception criteria apply.

The travel must be consistent with the responsibilities of the faculty member's position. The appropriateness of the reimbursable travel expense will be determined by the individual(s) authorized to approve the travel expense voucher for compliance and funding. Any travel involving department funds requires prior approval from the Department Administrator. The department will not pay for travel that will be reimbursed by outside entities.

This blanket approval is effective until June 30, 2016.



William Catterall, PhD  
Chairman, Department of Pharmacology