

# UW Medicine

July 6, 2015

To: UW Medicine Department Chairs

From: Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

Re: Blanket Prior Approval for Out-of-State Travel and  
Exception to the Maximum Lodging Allowance

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You are given blanket approval to travel outside the state of Washington in connection with your official duties on behalf of the University of Washington. This blanket approval applies, also, to claiming exception to the maximum lodging allowance if the exception criteria apply.

All out-of-state travel will be directly work-related, necessary, and consistent with the requirements of your position. This blanket travel approval begins July 1, 2015 and is effective through June 30, 2016 (fiscal year 2016).

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.

As your supervisor, I will review and approve all travel expenses as submitted for reimbursement via eTravel.

This approval documentation should be maintained within the unit and will also be retained by Financial Support Services and available for review or audit.

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cc: Financial Support Services, Dean's Office, UW School of Medicine

**Paul G. Ramsey, M.D.**

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