

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

January 3, 2017

Genome Sciences 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. Travelers have approval to upgrade seat assignments to a maximum of \$75.

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 director. The department will not pay for travel that will be reimbursed by outside entities.

This blanket approval is effective until December 31, 2017.

Maureen Larsen
Director, Finance and Administration