



September 18, 2024

TO: Chairs, Directors, Associate/Vice Deans  
College of Engineering

RE: Fiscal Year 2025 Prior Approval for Travel and Exception to Lodging Allowance

I am writing to reaffirm and acknowledge that Chairs<sup>i</sup>, Directors<sup>ii</sup>, and Associate/Vice Deans may need to 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 Chairs, Directors and Associate/Vice Deans, are hereby authorized to engage in out-of-state travel and to claim a lodging exception if one or more of the [exception](#) criteria apply.

Please continue to reference university resources for domestic and international travels available at <https://finance.uw.edu/travel/policyindex> and <https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>.

With regard to first/business class travel using university resources, based on university and state travel policy, there are three conditions when it may be considered:

1. Medical and/or disability accommodation (on file [with](#) DSO); 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, including domestic connections and layovers) in excess of 14 hours.

Please reference the following matrix for [prior approval requirements for travel upgrades](#). When considering travel and in particular, upgrade needs, please also consider the possible public perception of that travel. Where applicable and possible, please use travel miles, earned from UW travel, to upgrade before using university funds.

Travel Purchasing Needs	Funding Source	Prior Approval Requirement and Process UW Travel Policies/Guidelines: <a href="https://f2.washington.edu/fm/travel/approvals">https://f2.washington.edu/fm/travel/approvals</a> <a href="https://finance.uw.edu/pafc/travel">https://finance.uw.edu/pafc/travel</a>
<i>Airfare/Rail seat fees and coach fare upgrade to other coach category</i>	All funding sources <sup>iii</sup>	UW Travel Policy allows Chairs and Administrators to approve with justification, <b>requests for upgrade to other coach fare categories only</b> . Seat assignment fees must be mandatory, i.e. Frontier airlines policy. <i>Fees that promote personal convenience (e.g. priority boarding and lounge access) are not allowed.</i> Usage of sponsored (grant & contract) funds must include written approval from project sponsor.
<b>First/Business Class Airfare &amp; Rail</b>	Discretionary Gifts (RS100203, RS100376)	This letter provides blanket approval for COE faculty, staff, students and authorized visitors to acquire first/business class airfare/rail using discretionary (RS100203 or RS100376) gifts resources
	Restricted	Selected restricted gifts may support first/business class travel. Where this applies, this letter also provides blanket approval,

	Gifts (RS100375)	however, please note determination of expense allowability resides at the local unit. Please note to include funding approver's confirmation as documentation with all travel purchasing/reimbursement request.
	All other funding sources <b><u>except federal funds*</u></b>	<b>Prior written approval from Dean Allbritton is required per UW's policy.</b> Please submit the "COE Travel Upgrade Request" form and relevant documentation via <b>UW Connect</b> and allow a <i>minimum of 72 business hours for response.</i>

*\*Usage of federal funds is generally not permitted for travel upgrade unless allowed as per guidelines stated in 2 CFR § 200.475 | <https://finance.uw.edu/pafc/travel#federal-travel>*

The appropriateness of travel expenses will be reviewed by the College of Engineering's Shared Environment (ESE) team. Where applicable, usage of activity worktag "**Travel Exception**" will be added to track first/business travels.

Lastly, please determine within your own unit, the extent you wish to grant prior approval for travel, and exception to lodging allowance for faculty, staff and students. If blanket approval is issued to personnel within your units, please retain a copy of the approval, and update accordingly.

Sincerely,



Nancy Allbritton  
Frank & Julie Jungers Dean of Engineering

cc: Kojay Pan, Associate Dean of Finance & Operations  
COE Administrators  
Assistants to the Chairs/Directors, Associate/Vice Deans

<sup>i & ii</sup> As referenced here, "Chairs" and "Directors" include those who report directly to the Dean only. Associate Chairs reporting to Chairs and Directors reporting to Chairs or Associate/Vice Deans should follow established protocol in their respective unit.

<sup>iii</sup> If using sponsored (grant & contract) funds for travel expenses, please adhere to policies, award terms and conditions of the project's sponsor. If an exception applies, please include sponsor's written approval with associated purchase and reimbursement records. Please also note to observe applicable policies, such as ***Fly America Act***, where applicable.