

UW Tacoma Administrative Directive 70.2

Travel Approval

(Approved by the Vice Chancellor of Administrative Services on June 30, 2011)

1. Purpose: The purpose of this Administrative Directive is to clarify the removal of the freeze on out of state travel that was imposed by ESHB 2921 and to describe the current procedures in place for travel.
2. Background: In Fiscal Year 2010 the ESHB 2921 was enacted. This bill disallowed the use of state funds for out of state travel. Exceptions were allowed for Federal funds, gift funds and for institutions of higher education, funds other than state funds or tuition funds. This bill expired as of July 1, 2011.
3. Overview: Travel expenditures may now be charged to state and tuition funds (General Operating Fund Budgets) as of July 1, 2011. Travel expenditures, regardless of funding source, require pre-authorization by the supervisor of the traveler and by the budget head, or the delegated authority of the budget head for the budget being charged. An individual cannot pre-approve their own travel. All policies regarding acceptable travel purchases remain in effect.
4. Procedures.
 - a. Determine the total costs of the travel.
 - b. Work with your unit head to determine available funding and work release time.
 - c. Complete the [UW Tacoma Travel Pre-Authorization Form](#). An annual blanket form can be used for travel for recruitment, and to approve routine trips to UWS, the Capital or other locations.
 - d. Obtain the appropriate signatures on the Pre-Travel Authorization form. You may be personally responsible for any travel related expenditures made prior to obtaining all signatures. This form must be submitted with any costs for reimbursement or payment of travel expenditures.
 - e. Work with your unit fiscal staff regarding travel arrangements.

For more information please contact the Associate Vice Chancellor, Finance.

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Related information can be found at: <http://f2.washington.edu/fm/travel/>

UW Tacoma Travel Pre-Authorization Form can be found at:

<http://www.tacoma.uw.edu/sites/default/files/global/documents/admin-services/admin-toolbox/travelauthorization.doc>