

**COLLEGE OF ENGINEERING**

UNIVERSITY of WASHINGTON

October 07, 2025

To: College of Engineering Chairs, Directors, Associate/Vice Deans**Subject: Fiscal Year 2026 Prior Approval for Travel and Exception to Lodging Allowance**

This memo is intended to clarify travel pre-approval, funding responsibility and the process for requesting travel upgrades in conjunction with the Travel Exceptions Approval Policy communicated on March 11, 2025.

Chairsⁱ, Directorsⁱⁱ, and Associate/Vice Deans are hereby given blanket approval to travel outside the State of Washington in connection with their duties as leaders, faculty, and researchers of the college that is **funded by gifts or sources external to the university**. For travel funded by other resource types, please continue to follow the Travel Exceptions Approval Policy process communicated on March 11, 2025.

I acknowledge travel is often to locations where lodging costs exceed the State's maximum lodging allowance. With that understanding, Chairs, Directors and Associate/Vice Deans, are hereby given blanket approval to claim lodging exception if one or more of the university [exception](#) criteria apply. *Funding for associated expenses is the responsibility of the traveler.*

Travel Requirements and Guidelines for Upgrades -

- **Coach to Premium Economy/Seat Fees upgrades** can be handled at the local level, please reference <https://finance.uw.edu/travel/approvals#pretripapproval>.
- **First/Business Class Travel** involving university administered resources for all travelers (faculty, staff, students, visitors) requires Dean's written approval prior to the travel commencing per university policy.
- Additionally, justification for first/business class travel must include one of the following:
 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: https://f2.washington.edu/fm/travel/approvals https://finance.uw.edu/pafc/travel
<i>Airfare/Rail seat fees and coach fare upgrade to other coach category</i>	All funding sources ⁱⁱⁱ	UW Travel Policy allows Chairs and Administrators to approve, with justification, <u>requests for upgrade to other coach fare categories only</u> . 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.
First/ Business Class Airfare & Rail	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 Gifts (RS100375)	Selected restricted gifts may support first/business class travel. Where this applies, this letter also provides blanket approval, 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 <u>except federal funds*</u>	Prior written approval from Dean Allbritton is required per UW's policy. Please submit the "COE Travel Upgrade Request" form and relevant documentation via UW Connect and allow a minimum of 72 business hours for response.

*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>

University resources and guidelines for travel related reporting and accounting

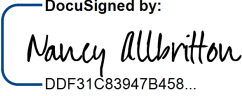
Please continue to reference and adhere to university resources and guidelines for domestic and international travel and reporting -

- Travel policy, guidelines <https://finance.uw.edu/travel/policyindex>
- International travel updates & reporting requirements
<https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>
- Travel on Federal Sponsored Awards <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, apply the "Travel Exception" activity worktag 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 it annually.

Sincerely,

DocuSigned by:

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10/8/2025

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

i & ii 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.

iii 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.