COLLEGE OF ENGINEERING
UNIVERSITY of WASHINGTON

July 01, 2026

To: College of Engineering Chairs, Directors, Associate/Vice Deans
Subject: Fiscal Year 2027 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.

Chairs[i], Directors[ii], and Associate/Vice Deans who report directly to the Dean 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, which is **funded by gifts or sources external to the university**.

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 who report directly to the Dean are hereby given blanket approval to claim a 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

Box 352180 371 Loew Hall Seattle, WA 98195-2180
206.543.0340 fax 206.685.0666 www.engr.washington.edu

Airfare/Rail seat fees and coach fare upgrade to other coach category	All funding sources[iii]	UW Travel Policy allows Chairs and Administrators to approve, with justification, **requests for upgrade to other coach fare categories only**. Seat assignment fees must be mandatory, i.e., Frontier Airlines policy. *Fees that promote personal convenience (e.g. priority boarding and lounge access) are not allowed.* 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) gift resources
	Restricted Gifts (RS100375, RS100202)	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 include the funding approver's confirmation as documentation with all travel purchasing/reimbursement requests.
	All other funding sources **except federal funds***	**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 Finance to the ESE *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 travel.

Lastly, please determine within your own unit the extent to which you wish to grant prior approval for travel, and an 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:
Nancy Allbritton
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8/20/2026

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 the established protocol in their respective units.

[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 the sponsor's written approval with associated purchase and reimbursement records. Please also note to observe applicable policies, such as the ***Fly America Act***, where applicable.