



## UNIVERSITY OF WASHINGTON

*Office of the Provost and Executive Vice President*

December 17, 2008

Dear Chancellors, Deans, Vice Provosts, and Special Assistants to the Provost,

As you know, in August of this year the Governor directed state agencies to freeze all nonessential out-of-state travel. You were directed on August 14, 2008, to consider carefully whether travel funded from General Operating Fund sources was essential, and to limit your travel and your unit approvals to that which was critical to achieving your unit's mission. As the budget projections continue to worsen, we have extended this freeze to out-of-state travel funded by any and all UW funding sources (i.e., numbered budgets) including such sources as self-sustaining, revenue, and gift budgets. The only general exceptions are travel on grant and contract funding and commitments or invitations that are funded from outside sources including professional associations and governmental agencies.

This memo is a follow-up to the message below, which I sent to you in early December:

“Because of the current financial situation, as well as the freeze placed By the Governor on all out-of-state travel.... I am writing to notify you that all travel you are considering must be approved in writing in advance by me, effective immediately. This includes not just GOF-funded travel, but travel from all sources except grants and other outside (non-state, non-UW) sources....

“For each such trip you are considering, please provide me with a memorandum containing the following information: the trip purpose, dates, destination, projected cost, funding source, and a brief statement as to how the trip will benefit the UW. Once you have received my affirmative written response, you may proceed with making the reservation, etc.”

I am writing to provide some clarification as well as further guidance on your within-unit decision-making. Please notify your units of this extension of the out-of-state travel freeze. To be clear: I will be considering your own travel requests; you will be considering those of individuals in your units. You will need to implement a process for you or your designee to review exemption requests and where warranted provide advance written approval. If you choose to designate this responsibility, be sure that any questions or concerns are referred to you.

As you implement a review and approval process, I encourage you to keep it as simple as possible. It is imperative that we continue to use our good judgment to protect our financial viability while at the same time ensure the fulfillment of our core mission and values. Information that you may wish to include in you unit's approval process:

Travel Approval Memo

December 17, 2008

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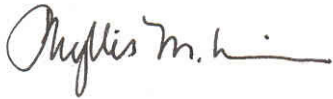
- Purpose of the travel
- Funding source
- Funding requirements (e.g., registration fee, airfare, accommodations, etc.)
- Any revenue generation benefits
- Relevance of the travel to department/program instructional or research or service goals
- Importance to the criteria for performance, promotion, or tenure for a faculty or staff member

Other factors to consider are whether the commitment is longstanding or a newly proposed commitment; also please consider the implications of approving and not approving the request for the faculty member, department/program, student, staff, and University or professional community. In addition, I suggest that you use a similar request and approval process for travel by visitors to the University of Washington.

For your own requests for travel approval, please submit your requests to me with as much lead time as possible. Some of you have already done this, and I thank you. Your requests may be submitted one-by-one or as a quarterly or annual plan. Travel reimbursement will require evidence of the prior approval when it is submitted for the appropriate signature authority.

Of course, all travel must be in accordance with UW policy.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Wise". The signature is written in black ink and is positioned above the typed name.

Phyllis M. Wise  
Provost and Executive Vice President