

*Department of Pharmacology*  
*Box: 357280*

FY 2024 CHAIR BLANKET PRIOR APPROVAL FOR:

- OUT OF STATE TRAVEL
- EXCEPTION TO THE MAXIMUM LODGING (WITHIN CRITERIA)
- COACH SEAT UPGRADES (WITHIN CRITERIA)

July 1, 2023

Pharmacology faculty are hereby given blanket approval to travel outside the State of Washington in connection with their duties. This blanket approval is also granted for these travelers to claim exception to the maximum lodging allowance when the UW exception criteria apply:

<https://finance.uw.edu/travel/perdiem#exceptionstoperdiem>

Purchased coach seat upgrades are approved for international flights and domestic flights longer than four (4) hours. First class and business class ticket purchases or upgrade purchases require advanced approval from the SOM Dean's office. Please contact the Department Administrator with questions.

Travel must be consistent with the responsibilities of the faculty member's position. When travel is from sponsored funding, it must be allowable and benefit the award. The appropriateness of the reimbursable travel expense will be determined by the individual(s) authorized to approve the travel expense for compliance and funding. It is the faculty's responsibility to understand UW travel policies prior to arranging and booking travel. Additionally, faculty must adhere to department and University policy when requesting travel reimbursement. Any travel involving department funds will require prior approval from the Department Administrator. The department will not pay for travel that will be reimbursed by outside entities. Failure to disclose that any portion of travel has been or will be paid by an outside entity when requesting reimbursement is an ethical violation.

This blanket approval is effective until June 30, 2024.



John Scott, PhD  
Professor and Chair  
Department of Pharmacology